

Technology Chairwoman

Supervisor: Vice President

Department: Chairwomen

Date Created or Revised: August 2019

Purpose

The technology chairwoman builds an alumnae chapter's online presence by maintaining social media accounts, websites and email platforms to engage members digitally.

Responsibilities

- Oversees and posts to any social media accounts owned by the alumnae chapter.
- Maintains the alumnae chapter's website and updates it as necessary with relevant content.
- Helps with designing or sending newsletters using services like MailChimp or Emma.
- Serves as the chapter's resource on technological questions and helps officers understand tools they can use to do their roles.

Expectations

- Review the Alumnae Chapter Operations Manual and resources on GammaPhiBeta.org.
- Maintain a working notebook that tracks the officer's projects and progress.
- Share passwords of accounts and login instructions with the executive council.
- Communicate with the officers of the alumnae chapter.
- Plan activities and advertise them in an appropriate time frame.
- Understand and practice Gamma Phi Beta's alumnae engagement philosophy.
- Pay international alumnae dues or join Life Loyal.

Preferred Competencies and Experiences

- Experience with social media or websites is preferred
- Communicates with others clearly and effectively
- Consults resources when making decisions
- Identifies chapter needs and builds solutions around them
- Implements inclusive practices in chapter activities
- Desires to try new initiatives or ideas to build alumnae engagement