

TECHNOLOGY COMMITTEE CHAIR

Qualifications:

- Be a current member of PTA.
- It is preferred to have previously served at least one year on a Utah PTA Commission or Committee.
- It is preferred to have served one term on a local or council PTA board.
- Have a working knowledge of Technology tools and solutions.
- Have a knowledge and understanding of PTA programs.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.

Job Description:

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass onto successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of the Utah PTA Board of Managers under the direction of the President.
5. Organize and chair the Technology Committee.
6. Oversee subordinate committees which include, but are not limited to:
 - a. Givebacks
7. With the help of the Technology Committee, coordinate and recommend technology solutions as needed for events and programs.
8. Coordinate with the Director of Leadership and Utah PTA staff to support the Board of Directors and Board of Managers with website updates.
9. With the help of the Technology Committee, coordinate technology training as needed by members of the board of managers and locals and council units.
10. Serve as a member on committees of community organizations as requested and by approval of the Utah PTA president.