

TECHNOLOGY BOARD SPECIALIST

Executive Committee Board Specialist

The Technology Board Specialist works under the direction of the Executive Committee, specifically coordinating with the President, but also advises and takes counsel from the Utah PTA Board of Directors as needed. The Technology Board Specialist shall become familiar and comply with the Utah PTA Bylaws and Standing Rules, particularly the board and board specialists responsibilities in the Utah PTA Board of Directors Handbook.

Specific duties and responsibilities of the Utah PTA Technology Board Specialist:

1. Be a PTA member.
2. Be approved by the board and serve for one year under the direction of the Executive Committee, in coordination with the Utah PTA president.
3. Chair the Utah PTA Technology Committee.
4. With the help of the Technology Committee, coordinate and recommend technology solutions as needed for events, board members, the Utah PTA office, and Utah PTA programs.
5. Coordinated by the Director of Leadership and in collaboration with the Director of Communications, and the Technology Committee and the help of Utah PTA staff as needed; annually review the Utah PTA website, encouraging board members to update their web pages and assisting as necessary, training board members as needed on how to update their web pages and coordinating website needs with Utah PTA's webmaster and graphic designer.
6. With the help of the Technology Committee, coordinate technology training as needed by members of the board and locals.
7. Divide responsibilities among Technology Committee members according to their skills, expertise, and availability.
8. Collect volunteer hours from any committee members from outside the board and report volunteer hours to the Community Engagement Commissioner before board meetings.