



Alumni Association Executive Board Technology Committee Chair Responsibilities

The Chair of the Technology Committee is appointed by the Alumni Association President in consultation with the Executive Board's Nominating Committee and the Director of Alumni Affairs.

The mission of the Clark University Alumni Association (CUAA) Technology Committee is to harness technology to advance the goals of the Association's Strategic Plan. Toward that end, the Technology Committee, under the direction of a Chair, identifies specific ways in which technology can facilitate achievement of each of the Plan's five goals and develops an annual work plan.

Responsibilities of the Chair:

- Recruit committee members and inform and educate them on the Strategic Plan and the governance structure of the Alumni Association
- Collaborate with the Director of Alumni Affairs, the Vice President of Information Technology, and other members of the Executive Board to: Develop and maintain list of currently available technology resources and the "owner" of the resources (e.g., University, CUAA member); Ascertain potential future technology resources (e.g., enhancements to current University resources); Lead development of an annual work plan with goals, activities, and milestones tied to the Strategic Plan, in consultation with Committee members Identify currently available technology resources.
- Prepare "progress" reports identifying progress and accomplishments against plan and identifying issues/obstacles that need to be addressed
- Write articles for print publications, the Clark University web site, the online community, and other identified outlets

The Technology Committee Chair serves as the alumni volunteer leader involving our Technology effort. Administrative support and guidance will come from the Alumni Affairs Office.