



Technology Committee Chair

Purpose:

- The Technology Committee Chair is charged to coordinate, facilitate, and/or assist in the setup of technical equipment for MSTUG meetings and special events. The Technology Committee Chair is further tasked with the broadcasting of WebEx meetings and events for remote attendees.

Requirements:

- The Technology Committee Chair is required to maintain an active membership within the MSTUG organization by keeping membership dues current and actively participating in scheduled events.

Responsibilities:

- Convening a committee, setting meetings and agendas
- Supporting the committee to develop the goals and theme for the event
- Appointing sub-committee chairs
- Educating sub-committee chairs on their roles, responsibilities and process
- Creating an equipment inventory document including software/license information and passwords
- Working within the organization's current budget
- Supporting the creation of a Funding Plan
- Securing a qualified individual to fill in if unable to attend meeting or event
- Coordinating and supporting the flow of information/communication between committees
- Working with the Media Committee Chair to provide requested media for the MSTUG website
- Assisting in providing solutions for technical needs/request for meetings and events
- Signing off on all funding plans in advance of any expenditure with the MSTUG Board
- Creating an environment for fun and success
- On the day of the event:
 - Setup all equipment needed prior to the start of the meeting/event
 - Address all challenges in a timely manner
 - Broadcast the meeting/event for remote attendees
 - Communicate any issues to board members and committee Chairs
 - BE AVAILABLE