

Employment/Technology Director

Responsibilities:

- A. Work with Website provider: Two Roads Media. Help manage website for the membership, documents, luncheon invitations, job postings, emails, help President manage Board Pages that are seen on ALTA's website
- B. Coordinate job postings and post on website. Check ALTA email accounts daily Alta.Secretary@gmail.com & ALTAHoustonJobs@gmail.com for any questions for the board. Forward anything that cannot be answered to appropriate board member. Job postings are posted for 60 days. If you question any postings, contact the president
- C. Monthly reports: List the job postings that are listed and any other concerns you have and ask for input on the monthly luncheon presentation.
- D. Manage Luncheon Invitations via WildApricot, ALTA's website manager: copy prior luncheon invitation and edit. Work with Corresponding Secretary and 1st VP to make sure the information is correct and set up emails to Contacts and reminders
- E. Emails to ALTA Body are sent via WildApricot: sending the newsletters, luncheon invites and attachments that were shared, and any other correspondence requested by the BOD
- F. Luncheons: Monthly PowerPoint presentation (request input from the BOD), you will also be responsible for assisting the presenter with the equipment and making sure the equipment is set up at the Petroleum Club (this requires arriving a few minutes early)
- G. Responsible for keeping the technical equipment up to date and safe and secure and itemized. If there is a problem with equipment, the persons with that equipment is to contact Employment/Technology Director immediately
- H. Work with ALTA's Election Officer to coordinate elections
- I. Be a member of the Board of Directors
- J. As a member of the Board of Directors, The Employment/Technology Director has a standing reservation for each luncheon. If not attending, the reservation must be cancelled with the Corresponding Secretary. If not cancelled, the Director may be billed for the luncheon.

Current Equipment owned by ALTA and who it resides with: Laptop computer (Technology Director), Pointer (Technology Director), Mouse (Technology Director), Laptop computer (Treasurer), iPad (Corresponding Secretary for luncheon check ins), Two Squares (Corresponding Secretary for luncheon check ins) one out of use – doesn't work with chip cards, one new touch square).