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# Southwest Area Human Resource Association

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## Technology Director

### Function:

Monitors and evaluates national, regional, state and local activities concerning the use of information technology to facilitate better communication in the area of human resources.

### Responsible to:

- Members of the chapter
- Chapter President

### Responsibilities:

1. Provides an update at board meetings and chapter meetings relating to new technology and how it may affect the human resource profession.
2. Coordinates efforts in the development of consistent standards to facilitate better sharing of data at all levels within the chapter.
3. Maintains listserv of SAHRA chapter in conjunction with ND State Council.
4. Responsible for overseeing the set up and maintenance of chapter website including domain registration.
5. Coordinates monthly chapter newsletter and facilitates distribution through e-mail or other means.
6. Attends all monthly meetings and Board of Directors meetings.
7. Participates in the development and implementation of short-term and long-term strategy planning for the chapter.
8. Represents the chapter in the Human Resources community.