



TECHNOLOGY COMMITTEE

CHAIR

VISION

Ensure sustainability of the PWH organization through technology initiatives

CHARTER

Review and maintain the current technology stack of the organization and provide recommendations and support of initiatives by leveraging technologies

PRIMARY DUTIES AND RESPONSIBILITIES *including the following, other duties may be assigned:*

- Develop SOP for technology needs and evaluation process for new potential tools
- Maintain tech stack and functionality of current tools
- As needed, gather user requirements and use information to guide discovery process and prepare recommendations on platform modifications or new software
- Create individual strategy to accomplish objectives as established in organizational plan.
- Along with Executive Administrator, become the go-to resource for platform administration, inquiries, and decisions
- Work with platforms and develop platform-relevant content
- Identify activities to delegate to part-time committee members as needed (if no sub-committee)
- Provide support for committee's activities
- Communicate status, issues, and successes with the PWH Chair
- Work with Committee Chair's to establish SOP's as required by PWH
- Abide by and promote the PWH mission and core values
- Engage support from employer

TIME COMMITMENTS

- Attend PWH Board Meetings
 - January
 - August
- Approximately 10-20 hours per month
 - 2-4 hour for monthly committee calls
 - 2-4 hours monthly for training
 - 4-8 hours as needed for support