Technical Director
- Works with Treasurers to plan and develop tech budget
- Manages organizational technology and supports technical projects
- Maintains a database of master documents for the organization as well as master list of plugins, domains, etc.
- Responsible for creating/maintaining a library account that stores critical documents
- Point person for organizational CRM system
- Maintains contact information with NeonOne
- Works with board members and activity chairs to train and support them in adapting to organizational CRM
- Supports the WebMaster with updates and changes to the website as needed
- Reviews and incorporates technology best practices
- Submits a monthly report for the Board of Directors meetings

Assistant Technical Director
- Assumes Technical Director role when Technical Director is unavailable
- Works with Technical Director and Treasurers to plan and develop a budget
- Maintains master list of gmail accounts and passwords, adds new accounts as needed
- Updates passwords for accounts as needed on the website
- Manages transition of organizational gmail accounts including setting permissions, security information, and updating contacts
- Responsible for training and supporting board members and activity chairs in adapting to organizational CRM
- Provides technical support to membership as needed