

SHRM Olympia Chapter

Position Description: Technology & Website Director/Champion

Reports To

Chapter President

Estimated Monthly Commitment

10–20 hours/month

Voting Status

Voting Member

Position Modality

Primarily in-person engagement is encouraged, with flexibility for hybrid participation depending on the nature of each event, meeting, or operational need.

Position Purpose

The Technology & Website Director oversees the Chapter's technology infrastructure, including its website, digital tools, online platforms, and systems used for communication, registration, and collaboration. This role ensures that the Chapter's tech systems are up to date, secure, and aligned with business needs, supporting accessibility, professionalism, and efficiency.

Core Responsibilities

Website Management:

- Maintain and update the Chapter's official website (events, Board info, news, etc.)
- Ensure mobile responsiveness, ease of navigation, and timely content

Technology Oversight:

- Manage access and administration for shared drives, email accounts, Zoom, SurveyMonkey, and other tools
- Recommend new technology investments or integrations based on operational needs
- Ensure cybersecurity practices and file backups are in place
- Attend virtual SHRM (position related) updates and/or webinars/meetings when available through the year (see VLRC for yearly schedules)
- Coordinate with the WA State SHRM Council and/or other WA SHRM Chapter (position related) Directors

Tech Support:

- Support Board members with troubleshooting or how-to requests related to tech tools
- Develop brief user guides or SOPs for common systems if needed

Digital Voting & Engagement:

- Administer electronic ballots for Board elections, awards, or member input (in collaboration with

the Secretary)

- Assist with collecting and organizing digital survey data for the Board

Annual Goals

- Keep the website updated monthly with upcoming events, Board changes, and relevant updates
- Complete technology audit annually and make upgrade recommendations
- Administer Board election ballots
- Support at least one training per year for Board members on available tech tools (potentially during Orientation in January)
- Maintain digital continuity and file structure across leadership transitions

Deliverables & Timelines

January:

- Ensure all tech accounts are accessible and accurate for new Board
- Audit website for outdated content and prepare update schedule

Monthly:

- Update website with relevant news, events, or role changes
- Support event registration and survey systems

October:

- Prepare systems and timeline for Board election ballots
- Collaborate with Secretary on email and access transitions

November:

- Post election results and update Board information online
- Archive content from outgoing Board year

Year-Round:

- Maintain file security, naming conventions, and access logs
- Provide technical support for digital tools and collaborate with Secretary, Marketing, Social Media, and Programs

Required Skills & Qualifications

This role requires tech fluency, problem-solving ability, and attention to digital user experience.

Key qualifications include:

- Experience managing websites (StarChapter, SHRM web-hosting or other CMS platforms)
- Familiarity with cloud storage, Zoom, Google Workspace, online forms/surveys
- Willingness to research and implement new tools to meet evolving needs
- Organized approach to document/file structure, permissions, and digital SOPs
- Ethical, security-conscious mindset regarding shared systems and data access
- SHRM National member in good standing for the duration of the term

Term Length & Succession

- Serves a 1-year renewable term (maximum of 5 consecutive terms unless extended by Board approval)
- Provides onboarding and credential transfers to successor

Collaboration & Liaison Areas

- Works closely with the Secretary, Marketing, President, and Membership Director
- Supports Programs, Sponsorship, and Certification leads with event tech needs
- Coordinates with SHRM National if applicable on website structure or branding

Perks of Serving

- \$300 annual professional development reimbursement
- Resume-building nonprofit tech management and governance experience
- Strategic voice in improving operational efficiency and access
- Visibility and recognition for supporting the Chapter's digital infrastructure

This Role Supports SHRM Olympia's Mission By

Delivering professional, secure, and accessible digital tools that empower members, volunteers, and partners to connect and thrive in a modern world.