Director Job Description: Chair, Technology

Term: **Five (5) years**

Time Commitment: approximately 150 hours annually

Revised: August 2021

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

Job Overview:

Provides leadership in overseeing the management of all aspects of the computer, networking, Zoom software, and audio-visual support including liaison with lecturers and LU series Coordinators, the purchase and maintenance of all equipment, and the recruitment, training and scheduling of Technology Committee members.

Position Specific Duties and Responsibilities:

1. Chairs the Technology Committee
2. Configures, manages accounts of Zoom Webinar software
3. Maintains, tests, and operates the audio-visual equipment when lectures are presented in the auditorium.
4. Recruits, orients, trains and schedules committee members to operate the Zoom Webinar software, and auditorium based audio-visual equipment to ensure sufficient coverage for every lecture
5. Purchases hardware and software as necessary.
6. Recommends the purchase of computers, software, and audio-visual equipment, to maintain or improve service based on ongoing operating experience

7. Liaises with lecturers and the Curriculum Committee re. lecturers' computer and/or audio-visual needs and develops strategies to meet those needs within the capabilities of our equipment
8. Updates LU's PowerPoint, Excel, and any other support software
9. Hosts Zoom webinars and when required Zoom board meetings.
10. Schedules Zoom rehearsals with presenters and Curriculum Committee coordinators.
11. When lectures are delivered in the auditorium, participates in service delivery as a team member by performing set-up, technology support to the presenter during the lecture, managing the Q&A, and take down at the end of the session (4 hours per session).
12. Reports to the Board regularly
13. Prepares and delivers an annual report to the Annual General Meeting
14. When lectures are delivered in the auditorium, cleans and secures the A/V equipment following the annual meeting in March

Competencies and Qualifications:

1. Computer competency in Excel, Word, PowerPoint, e-mail, video editing, and interfacing.
2. Operational knowledge of Mac IOS and Windows based operating systems.
3. Operational knowledge of Zoom meetings and webinars
4. Operational knowledge of LU's audio system, including multichannel mixer, audio power amplifier, preamplifier, equalizer, wireless microphones, and laser projector
5. Excellent interpersonal, and team building skills