Guild Technology Chair

The Guild Technology Chair is appointed by the Guild President to serve as a technology liaison between the Heard Museum, the Guild Board of Directors and the Committee's technical and support specialists.

Tasks
- Accepts and carries out such duties as may be assigned by the Guild President and the Guild Board of Directors.
- Attends all meetings of the Guild Board of Directors and Guild, and other meetings as required by the Guild President.
- Works with all Guild Coordinators and Committees to understand all technology needs of the Guild.
- Reviews the content of the public section of the Guild website to determine the accuracy and timeliness of the information pertaining to the work of the Technology Committee and sends necessary changes to the Guild Secretary for review.
- Reviews the Chair and Committee job descriptions posted on the Guild website, makes any necessary changes, and sends those changes to the Guild Secretary for review.
- Submits an annual Report using "Instructions for Year End Reporting" in the Board Members Handbook as a guide.
- Recruits and fills all the Technical Specialist/Support Team positions.
- Assists in orienting new Technical/Support Specialists to their responsibilities and monitors progress during the year.

Current Technology Teams are:
1. Webmaster
2. Database application support for Artist databases
3. Support Volunteer Management System
4. Support Shopping Cart Payment System
5. Support Application development System
6. Video Recording of Guild and Las Guias events
7. Video Editing/Production of recorded events
8. Las Guias Class Support

Revised 8/1/2024