

Technology Support Chair

Reports to: Director of Programs

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: 1-2 hours per event (4 programs a year)

Specific Responsibilities:

- The main responsibility of this role is to take control of the PowerPoint for the education program so the Director of Programs doesn't have to worry.
- Some specific tasks are:
 - Update all verbiage for the new month
 - Insert the new sponsorship slides
 - Update venue slides
 - Update other sponsor slides
 - Insert speaker slides if provided
 - Create upcoming event slides
 - Ideally, they would be an on-site contact for the AV