

Ohio Association for Behavior Analysis
Technology Committee Chairperson
Position Description

Term: Two years, but renewable without limit

Estimated Time Commitment: approximately 5 hours per month, but possibly more immediately prior to and following the annual conference or when redesign or rebranding efforts are underway

General Overview:

According to the OHABA Bylaws, the Technology Chairperson assists this organization in increasing its visibility in the community and developing and executing strategies to enhance the image of OHABA through communications with the membership, general community, and various media sources.

General Responsibilities:

- Forms and presents a Committee to the Board for approval.
- Hold four committee meetings per year and submit meeting minutes to the Board 10 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Monitor and manage email sent to the Chairperson no less than on a weekly basis.
- Contribute to, facilitate, or lead one OHABA CEU event per year.
- Be a member of the annual program committee.
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

Specific Responsibilities:

- Wild Apricot (or other organization software)- Learn, manage, monitor, all aspects of the platform including managing payments.
- Website - Learn, develop, maintain, update all aspects of the website including managing payments.
- Review and collaborate with the Marketing Chair on OHABA's web and print advertising and ensures all guidelines for posting are followed when developing new web content.
- Manages communications guidelines and standards, including branding, style and editorial.
- In collaboration with all committee chairs, assists with the posting of all website content in a timely manner.
- Train executive board members to navigate the website for simple updates as needed.
- Reviews OHABA's advertising policy annually and makes recommendations to the Board regarding revisions, if needed.

January 2014

Updated 10/2021