Information Management Director Position Responsibilities

Florida Association of Colleges & Employers (FloridaACE)
Three-Year Term with No Term Limit

1. Reports and is responsible to the President.

2. Attends all Board of Directors' meetings.

3. Insures the following items are published to the Association's website in a timely manner:
   - updated conference information
   - updated list of the members on the Executive Board, etc.
   - updated honorary/lifetime member list
   - updated sponsor logos/links
   - current version of constitution
   - career fair information
   - other information as requested

4. Provides front line technical support to other system administrators and contacts MemberClicks when issues need to be accelerated

5. Makes recommendations to the Executive Board on ways to improve and provide added value to the membership via the website and database

6. Moderates email messages to the membership via listservs

7. Handles domain related issues and insures all ongoing registration of all domain names under FloridaACE

8. Collaborates with all Board members to update online historical data in Google Drive. Serves as the overseer of all technology-related passwords and updates on an annual basis.

9. Provides needed training to new, incoming Information Management Director and other appropriate Board members within two months of new member's service on the Board.

10. Collaborates with the Past President and other Board members to update the archived historical data.

11. Assists the Vice President in planning the annual conference.

12. Upholds at all times the policies and procedures of the Association.

13. Performs other duties as assigned.

(Updated 2019)