

Hartford Society of Financial Analysts Job Description

Technology Committee Chair

General Purpose:

- Facilitate administration and development of the society's website.
- Serve as a contact person for questions regarding the website.
- Serve as a liaison with the website developer.

Major Functions:

- Refresh member information on website through data maintained by the CFAI.
- Update information on board and committee members on website as needed.
- Coordinate the posting of newsletters, photographs and other images to the website.
- Assist in posting and updating society events on website as needed.
- Assist in developing and disseminating society emails to the members.
- Answer questions about the website and rectify any errors.
- Solicit recommendations for enhancements to the website
- Coordinate any changes to the website with the contracted web developer.
- Renew periodically any licenses needed for operation of the website.
- Assist in maintaining accurate information about the society on the CFAI website
- Process requests for credit card refunds when necessary.
- Respond to members' questions regarding the website.

Time Commitment:

- Generally less than one hour a week.
- More time may be required when a problem with the website is present or when a communication to the membership needs to be developed.
- Ad hoc time commitment to respond to members' questions.

Key events and Dates:

Key events	Date	Details
Update membership information	Monthly	The CFA Institute collects data on the members and allows this data to be uploaded to the local society's server.
Update licenses to maintain website, domain name, and email accounts.	January	Once a year renew the licenses and contact the society Treasurer for any payments required