

Technology Committee

Purpose

The technology committee shall explore avenues to disseminate NCBEA news and business to the membership in an efficient and cost-effective manner. The technology committee will be in charge of developing and implementing a social media strategy to promote NCBEA. The technology committee will research and make recommendations for the needs, updates, and maintenance of NCBEA Website.

Membership of the Committee

The committee shall be composed of the president, president-elect, webmaster, and newsletter editor. The webmaster will serve as chair.

Duties of the Committee

The committee shall:

1. Propose and recommend technical needs of the NCBEA board and its membership.
2. Encourage and support training of new technology when appropriate.
3. Review significant technology investments and expenditures and make budget recommendations to the Administrative Board.
4. Review the *Duties of the Technology Committee* and, when necessary, recommend changes to the Administrative Board.
5. Review the *Website Policy Statement*, and when necessary, recommend changes to the Administrative Board.
6. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chair shall:

1. Submit a budget request for committee expenses as directed by the Budget Committee.
2. Developing and implementing a social media strategy to promote NCBEA.
3. Monitor the work of the committee to see that it progresses satisfactorily.
4. Manage the financial matters of the committee.
5. Submit written reports and present oral reports to the Administrative Board and at the business meeting as directed by the president.
6. Submit a final written report of committee activities as directed in the program of work.
7. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.