



Association of College Unions International

*Serving the college union and
student activities profession since 1914*

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REGIONAL LEADERSHIP TEAM POSITION DESCRIPTIONS

Information Technology Coordinator

Duties shall include but not limited to:

1. Attend all Regional Leadership Team meetings.
2. Attend the Regional Fall Conference
3. Create and maintain the Region 13 website.
4. Assess, adapt, and implement appropriate technological changes that meet the technological needs of the Region.
5. Track and disseminate information of emerging technologies to the regional membership.
6. Serve as a resource in all areas of electronic communication.
7. Work in conjunction with the Publications Coordinator and Central Office to compile and distribute an email directory to regional members.
8. Serve as a resource for identifying workshops and workshop presenters. In particular, act as a contact/resource for the Regional Conference.
9. Submit articles of general interest and/or information concerning regional activities in committee areas to the Region 13 Publications Coordinator for publication and/or distribution.
10. Provide an annual written report to be included in the Annual Report by the Regional Director that is submitted to the Central Office liaison and Regional Leadership Team members. Also prepare an oral report for the business meetings and any Regional Leadership Team meetings or copies of a written report if unable to attend.
11. Provide a written report upon leaving the position listing projects and activities accomplished, with recommendations for the next Coordinator. Copies of the report should be filed with the Regional Director.