

Latino Network Roles and Responsibilities

Adhoc Committees

Position: Technology & Communication Chair

Purpose: Provides technological information to membership and board.

Key Responsibilities:

1. Assist chairpersons with promoting all chapter events including Chavez Memorial Breakfast, Nuestra Navidad, and Youth Leadership Programs.
2. Manage all aspects of our social media accounts, including: Instagram, Twitter, LinkedIn, and Facebook.
3. Responsible for soliciting pictures from board members in order to highlight our events and uploading these photos into Dropbox.
4. Responsible for assisting Latino Network by assembling presentations for events.
5. Promote the use of technology and training during board meetings.
6. Helps maintains the Latino Network list serve with current paid and community members.
7. Maintains the Latino Network website with the support of the executive board.
8. Assist the executive board in maintaining and updating the Latino Network directory and all communication.
9. Attend all board meetings, general meetings, and retreats.
10. Participate in Latino Network committees as needed.
11. Other duties as assigned by the Latino Network board related to the overall purpose and good of the organization.

Appointed by: President

Term length: 1-year term

Time commitment: Monthly Board Meeting, Bi-monthly general meetings, LaNet and community events.

Hourly Commitment:

Reports to: Vice President