



Director At-Large Job Description

Accountability

A Director At-Large is accountable to the Board of Directors and the general membership of PNWSUG.

Summary of Position

Director At-Large positions are elected at each Regional Meeting. The Directors At-Large participate in the policy-making activities of the Board and facilitate communication with the general membership.

Term of Office

Each Director At Large serves for three years.

Responsibilities

- Acts as liaison with Software Vendor regarding enhancements
- Follows up on members not attending the Regional Meeting and/or not paying their conference fee
- Initiate and collect data from post-conference surveys
- Initiate survey of members who did not attend Regional Conference
- Works to maintain user accounts on PNWSUGK12.org (future)
- Coordinates all aspects of the PNWSUG web page
- Serves on Nominating Committee, assisting Past President
- Acts as mentor for incoming Director-At-Large positions
- Acts as committee chair as assigned by Board of Directors
- Performs other duties as assigned by the Board of Directors
- Attends up to four (4) Board meetings per year, one immediately following the Regional Conference
- Attends Regional Conference

Qualifications

- Willingness to carry out the purpose, adhere to the policies, and maintain the standards of PNWSUG
- Organizational membership in PNWSUG
- Ability to use technology to maintain membership records and communication tools
- Ability to work with others
- Ability to attend monthly conference calls
- Ability to attend Regional Meeting and Board Meetings