



## 2017-2018 Technology Liaisons

**EOA is looking for 5-6 individuals who will serve as Technology Liaisons to all the EOA committees, events and activities.**

*EOA members can get frustrated with communication and engagement throughout the region. Our EOA webpage and document library is a critical platform to provide (even fill the gap) in enhance communication, information dissemination and engagement. This is YOUR opportunity to provide value added connections and enhancement to our webpage and communication to all of our EOA members.*

**General Skills:** Basic knowledge of web page design and document uploading. There will be adequate training on using ClubExpress system; however individuals must be motivated, enthusiastic, and a self-starter to learn and develop skills independently necessary to provide both the technology implementation and communication effectiveness with all EOA members.

### **Each Technology Liaison:**

- will be assigned 5-6 committees, events or activities
- will serve as a liaison to provide effective technology communication from the committee work, events and activities to our website and membership
- will collaborate/communicate (about once a month) with their assigned committee chairs or designated person(s) to obtain updates to place on the website or document library; and to communicate with the membership
- will keep their designated web sections up-to-date, relevant and upload designated documents
- will be an active member of the EOA technology committee

### **Commitments/Travel for selected Technology Liaisons:**

- attend the EOA Professional Conference in November, 2017 in Schaumburg, IL as we will carve out a little time during the conference timeframe for a Technology Liaison Orientation
- no additional travel will be required; although not required (just recommended) to attend committee meeting (most are done via teleconference)
- approximately 3-4 hours per month for training (self-learning, video conferencing, exploring/tooling around club express)
- approximately 2-3 hours per month collaborating, gathering information, obtaining updates for your designated person(s) related to your committees, events or activities
- approximately 2-3 hours per month enhancing the EOA web presences and document repository on ClubExpress

Note these times are estimates and well depend on you foundation and learning curve to work within the ClubExpress system. However, there is a lot of flexibility as access will be 24/7 – so can work around many of your other time commitments and priorities.