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## Technology Committee Structure and Position Descriptions

### Purpose

The Technology Committee shall exist to develop platforms and processes to support and inform the work of aasp to internal and external stakeholders. This committee will develop and implement a technology plan that will promote aasp's mission, vision, and values.

Work includes but is not limited to the following:

- Maintain a technology plan that aligns with organizational recommendations
- Assess the technological needs and opportunities for the organization
- Make recommendations concerning acquisition, implementation, maintenance, and upgrading of all technology and platforms within a secure and robust infrastructure
- Identify and promote resource procurement to advance technology and its use by aasp and its membership
- Recommend allocation of technology resources in accordance with the aasp strategic plan
- Maintain website technology to optimize disseminate technology-related information to the aasp community, assess website technology use
- Address emerging issues in the use of different types of technology;
- Act as a staff and board resource on aspects of technology

### STRUCTURE

This committee will be comprised of one chair, a board liaison, and five to six members who will serve staggered two-year terms with new members appointed annually. All roles are filled by member volunteers. The Chair will be appointed by the aasp board president and all committee members will be selected by the chair of the committee. Roles are defined by the board of directors.

### ROLES & RESPONSIBILITIES:

#### aaspConnect Lead

- This role is responsible for overseeing the technical oversight and administration of aaspConnect alongside our management firm representative. An individual must have served at least 1 year on the committee in order to hold this position.

#### aaspForms Lead

- This role is responsible for overseeing the management and development of submissions forms for aasp alongside our management firm representative.

#### aaspCodeRepo Lead

- This role is responsible for overseeing the code repository for aasp membership.

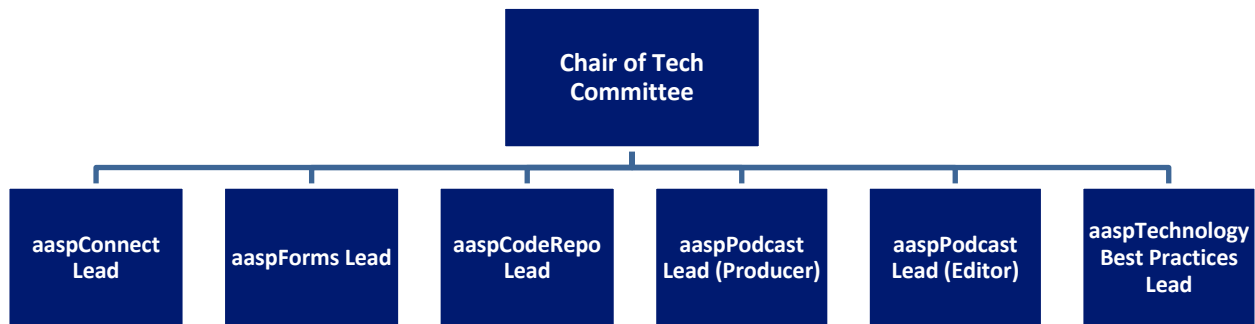
#### aaspPodcast Lead

- Producer

- This role is responsible for creating high level topics, guiding conversations, and scheduling times for the necessary people to record. This should also include the editor.
- Editor
  - This role is responsible for capturing the audio components and splicing together the podcast.

**aaspTechnology Best Practices Lead**

- This role is responsible for overseeing and developing IT best practices for aasp as it relates to technological infrastructure and application development.



**MEETING SCHEDULES**

The committee meets monthly and serves as the oversight group for aasp’s marketing, communication and technology platform.

**CHAIR OF THE TECHNOLOGY COMMITTEE:**

- Volunteer appointed by aasp board President
- Must serve at least two years on the committee before assuming Chair position
- Must be an aasp member in good standing
- A Board Liaison from the aasp Board of Directors will be identified annually at the post-Summit Board meeting.