



United  
Women  
in Faith

Job Description  
Missouri Conference United Women in Faith  
Technical Advisor

TITLE: Technical Advisor

CHOSEN BY: Appointed by the President

TERM OF OFFICE: 1 year term. Can be reappointed. May serve 4 years in an appointed position, with a total of 4 years in all appointed positions. These years do not count toward tenure for the Conference.

RESPONSIBILITIES:

1. Maintain the Missouri Conference United Women in Faith website.
2. Maintains the websites for each District.
3. Uploads Mission Voice, flyers, photos, and other information to the websites.
4. Runs all power point at Conference Meetings, assists with sound board, microphones, and recorded music.
5. Maintains Facebook, and Twitter page for MO Conference UWF.
6. Maintains an online presence.
7. Works with Communications Chairperson to ensure that all flyers, registration forms, and other forms are updated and uploaded to the website.
8. Attends the Program Meeting, Finance meeting, and Leadership Team Meetings.
9. Is part of the Mission u team and helps with tech in all plenaries, classrooms, and assists with computer network connection.
10. Be available to attend District Events when requested and be prepared to give a presentation if requested.
11. Assist team members with alternative forms of meeting and class format via technology, e.g. ZOOM
12. Keep a notebook or journal of your activities during your term to pass on to the next person taking your office.
13. Prepare articles for the Conference Newsletter (*Mission Voice*) to make members aware of technology that is available for them.

## Technical Advisor

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### RESOURCES:

- Technology updates and information.
- Materials from Conference and Districts for website.

### REPORTS TO:

- President
- Conference Leadership Team
- Mission u Team

### RELATES TO:

- Conference Leadership Team
- Mission u Team
- Mission u Teachers
- District Communications Coordinators
- Conference Communications Coordinator