



Wisconsin Educators of
Business & Information Technology

Chief Information Officer

Eligibility: Appointed by President – active member of WEBIT & NBEA member

Term of Office: Five years (Limited to two consecutive terms)

Responsibilities:

1. Attend all WEBIT Executive Board meetings.
2. Attend WEBIT Convention and other WEBIT events.
3. Prepare mailings and labels when requested.
4. Prepare WEBIT directory when requested.
5. Update membership data for all members every year.
6. Update membership reports for each executive board meeting.
7. Maintain the official WEBIT website and update it as directed by the Executive Board.
8. Update WEBIT organization information annually (Job descriptions, executive board contacts, etc.)
9. Serve on the Professional Development Committee to coordinate registration.
10. Attend the Budget Committee meeting.
11. Provide orientation for incoming Chief Information Officer.