

# Job Description for ETI Technical Director

## **The Technical Director:**

- is a non-pay volunteer of the Equipment and Tool Institute
- Is responsible for all ETI Technical Programs and activities
- reports to the ETI Executive Committee and Board of Directors

## ***Specific responsibilities include, but are not limited to:***

Create, implement and administer plans and programs to maintain and enhance ETI's position as the information provider to automotive tool and equipment companies throughout the world.

Enhance existing technical activities and when necessary create new ones.

Become active and control participation in ETI electronic forums assigned to ETI's technical groups and committees.

Develop and gather material for the Institute's electronic publications, including News & Views, Breaking News and broadcast emails.

Coordinate and lead meeting activities of the ETI vertical groups and other technical committees to include creating and issuing meeting notices, coordinating reports and presentations for meeting agenda items, writing meeting minutes and developing annual goals and objectives.

Oversee the activities of ETI's Vertical Groups

Actively recruit vertical group and other technical committee chairpersons to fill open positions if any exist.

Insure that vertical groups and subcommittees are active and contributing to the objectives of the ETI.

Provide technical advice and counsel to government and regulatory agencies.

Aid in membership recruitment campaigns.

## ***At a minimum, the Technical Director shall lead the following meetings:***

Detroit Tech Week Planning Meetings - Detroit - One in February and one in May

Japan tech week planning on the years it is held in the United States - Los Angeles Area - in October.

Detroit Tech Week - Detroit - Mid June

Technical review meetings held during board meetings - Once per quarter including the annual meeting.

Japan Tech Week in the U.S. and Japan - First week in December

## ***Travel Expenses:***

All travel expenses are to be paid by the Technical Director unless special arrangements are made with the Executive Committee.