

Job Description for Shop Management and Information Software Vertical Group Chairperson.

The Shop Management and Information Software Group (SMG), formerly Computer Systems Group (CSG), was established in 1986. This Vertical Group is ETI's first step into the information-processing realm of automotive service. The Institute recognized there was a clear indication that emerging technology in service tools and equipment needed to be addressed. Members provide database information on diagnostic/repair and shop-management procedures. SMG addresses all automotive computer issues except on-car computer systems, which are covered by STG.

There are no subcommittees under the Shop Management and Information Software Group.

Vertical Group Chairpersons:

- are non-pay volunteers of the Equipment and Tool Institute
- are responsible for all of the vertical group's programs and activities
- report to the Technical Director, another volunteer position of the Institute

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 for automotive tool and equipment information throughout the world.

Enhance existing technical activities and when necessary create new ones.

Become active and control participation in ETI electronic bulletin boards assigned to this vertical group.

Develop and gather material for the Institute's publications, including News & Views, Training Guide, Equipment Guidelines, and "Who's Who".

Coordinate and lead meeting activities of the vertical group 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 the group's subcommittees if there are any.

Actively recruit subcommittee chairpersons to fill open positions if any exist.

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

Participate in Tech Week Planning Committee meetings.

Provide technical advice and counsel to government and regulatory agencies.

Aid in membership recruitment campaigns.

At a minimum, vertical group chairpersons shall lead the following meetings:

Vertical Group Meetings at Summer and Winter Tech Weeks when scheduled.

Special vertical group meetings as called by the ETI's Technical Director or Technical Manager.

At a minimum, vertical group chairpersons shall attend and participate in the following meetings:

Summer Tech Week planning meetings - Detroit – Usually in May

Summer Tech Week itself

Winter Tech Week planning meetings on the years it is held in the United States - Los Angeles Area – usually in October.

Winter Tech Week itself

ToolTech - annual meeting - Southeast or Southwest U.S. - Late April timeframe

If a Vertical Group Chairperson cannot lead or attend a meeting, he/she will either appoint another committee member to take his/her place or appoint someone else from his/her company to fill in.

Travel Expenses:

All travel expenses are to be paid by the Vertical Group Chairman unless special arrangement is made and approved by Executive Committee.