

Vice President of Chapter Administration ATD Upstate SC Job Description

Job Specification - Actively promote the continued chapter success through the accurate and timely documentation of Chapter Board meetings, of summarizing Chapter programs, and of summarizing Chapter Special Events. The VP of Chapter Administration provides documentation of Chapter functions by way of minutes, articles, or reflections. The VP of Chapter Administration works closely with the Chapter Treasurer and the Chapter President to provide Board meeting minutes that can be distributed with monthly income and expenses financial reconciliation statements, program meeting reconciliations, and special event reconciliations. The VP of Chapter Administration attends as many Board meetings, programs, and special events as is possible and takes notes during these functions that are then converted into Chapter documentation. The VP of Administration works closely with the VP of Technology to post Chapter Documentation to the Chapter's website as the Board deems appropriate. The VP of Chapter Administration may delegate the documentation tasks to other Board members when Board members agree to do so on a pre-arranged basis. When documentation tasks are delegated, the person taking the notes becomes responsible for the distribution of the documentation to the Chapter Board members and for working with the VP of Technology to post that documentation. The VP of Administration works closely with the VP of Technology to post Chapter Documentation to the Chapter's website as the Board deems appropriate. The VP of Administration strives to actively grow the membership of the chapter through these note-taking and documentation activities. The VP of Chapter Administration attends Upstate SC business community functions as a representative of the Chapter with one objective being to raise community awareness of the Chapter, its re-branding, and its position to serve the Upstate SC workforce talent development. The VP of Chapter Administration actively seeks to recruit and train the next VP of Chapter Administration.

Responsibilities:

- Serve a term of 1 calendar year & may serve up to 4 additional terms of one calendar year each.
- Attend Board meetings during the calendar year.
- Attend Chapter Programs and Special Events.
- When attendance for Board and Chapter meetings is not possible, to delegate and to monitor the note-taking to another Chapter Board member or to another Chapter member.
- Serve on other Chapter committees as time and interest allows.
- Recruit and develop the talents of a future Vice President of Chapter Administration.
- Facilitate the transition for the next Vice President of Chapter Administration.
- Promote continued career talent development for Chapter members through this documentation service.
- Promote continued talent development for Upstate SC businesses by attending other Upstate SC business organization functions as time and interest allow.
- Through contacts with the Upstate business community, identify and help recruit talent development vendors and sponsors.
- Communicate closely with all Chapter Board members.

Resources:

1. Limited administrator access to the chapter's Wild Apricot association management system.
2. Assigned Rackspace email address: administration@upstatesc.ASTD.org
3. ASTD Chapter Leader Community
<http://old.ASTD.org/membership/ChapterLeadership>
4. ASTD Leader Connection Newsletter:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
5. ASTD Toolkits:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

Board Member Expectations and Code of Conduct:

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2nd Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD's by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair and open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs and events for the benefit of Upstate SC ATD members that provide meaningful experiences that are used as learning opportunities and not a venue to push products or services.
- Represent the chapter both professionally and ethically in all business functions and organizational activities.