

Board Position Descriptions

President:

Purpose of Office:

To conduct the business of the ASTD Chapter by providing effective leadership to the Executive Board and to the membership.

Duties and Responsibilities:

1. Facilitate writing of goals and objectives for organization and board.
2. Schedule board meetings, set board agenda, and preside at board and Chapter meetings to provide effective leadership to the Chapter.
3. Serve as ex-officio member of all committees, train successor, and provide leadership opportunities and training for Board members to enhance the continuity of chapter operations.
4. Attend (or designate representative for) national leadership meetings and serve as spokesperson for the Chapter to keep Chapter and Board informed and represented at relevant meetings.
5. Lead Board in chapter management functions by discussing and setting policies and other issues related to chapter operations.
6. In conjunction with VP of Operation/Finances and/or AVP Operations / Finance - prepare detailed budget for expenditures based on past year's expenditures and planned projects. Present to Board for approval.
7. Provide for continuity of education efforts by recommending & training a successor and passing on historical and current information.

Commitment:

Three year service commitment:

Year 1 - President-Elect

Year 2 - President

Year 3 - Immediate Past President

Monthly time commitment:

Board Meeting 1 1/2 hours

Events 3 hours

Communications/Planning 2 - 6 hours

Other:

Board Retreat ½ to 1 Day

Conference Attendance (optional)

National Leadership Conference (2 days)

National ASTD Conference (4 days)

Immediate Past President

Purpose of Office:

To provide continuity for the ASTD local chapter and to assist the current president in the transition of chapter leadership activities. Coordinated a past-presidents advisory committee to the board.

Duties and Responsibilities:

1. Upon request, assist the incoming President with writing goals and objectives for the incoming Board.
2. Serve as ex-officio member of committees as directed by the President.
3. Serve on the nominating committee to select a slate of incoming executive Board members to be presented to the general membership.
4. Preside at Board or meetings in the absence of the President and the President-Elect.
5. Coordinate periodic meetings with past-presidents serving as an advisory committee to the board.

Commitment:

Three year service commitment:

Year 1 - President-Elect

Year 2 - President

Year 3 - Immediate Past President

Monthly time commitment:

Board Meeting 1 1/2 hours

Events 3 hours

Other:

Board Retreat ½ to 1 Day

Conference Attendance (optional)

National Leadership Conference (2 days)

President-Elect:

Purpose of Office:

To prepare for position of President and provide support and continuity in terms of chapter leadership.

Duties and Responsibilities:

1. Assist the current President by assuming responsibilities as deemed appropriate.
2. Provide for continuity of chapter leadership by representing the Chapter in national and regional leadership activities.
3. Serve as chairperson of the nominating committee for officers for the upcoming year.
4. Provide leadership and linkage with Board for special interest groups (SIGs). Coordinate with past-president.
5. Serve as an ex-officio member of ASTD committees.
6. Prepare detailed budget for expenditures based on past year's expenditures and planned projects, working with VP of Operations/ Finance. Submit to Board for approval.
7. Provide for continuity of education efforts by recommending & training a successor and passing on historical and current information.
8. Oversee the Special Interest Groups (SIGS).
9. Oversee the fundraising activities.

Commitment:

Three year service commitment:

Year 1 - President-Elect

Year 2 - President

Year 3 - Immediate Past President

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 6 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference	(2 days)
National ASTD Conference	(4 days)

Vice President – Operations/Finance:

Purpose of Office:

To ensure that chapter operating procedures are in alignment with National ASTD CORE requirements, to ensure proper records of official proceedings are maintained by the Chapter Administrator, and to manage Chapter financial affairs by adhering to a standard accounting system, overseeing receipts and disbursements, reviewing financial records, and assuring compliance with federal and state government regulations and ASTD National Guidelines.

Duties and Responsibilities:

1. Work with the President, the President-Elect and the Chapter Administrator to complete annual CORE reporting Requirements. Monitor chapter policies and procedures to ensure compliance with CORE requirements and advise the Board as needed.
2. Safeguard Chapter assets.
3. Oversee the budget process.
4. Monitor web-site operations to ensure Chapter resources are available to members as needed.
5. Review and negotiate contracts with appropriate VP for meeting facilities and review bills for accuracy. Pass bills to Chapter Administrator for payment.
6. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.
7. Oversee all sponsorship agreements
8. Provide for continuity of education efforts by recommending & training a successor and passing on historical and current information.
9. Help maintain effective chapter operation by serving in other capacities as needed.
10. Work with President to prepare a detailed budget for expenditures based on past year's expenditures and planned projects. Present to Board for approval.

Commitment:

One year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 6 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Assistant Vice President –Operations / Finance:

Purpose of Office:

To support the VP of Operations/Finance in the execution of duties related to chapter operations and finance and to prepare for a possible VP role.

Duties and Responsibilities:

1. Serves as ex-officio member of PASTD Board of Directors.
2. With VP Operations/Finance safeguard Chapter assets.
3. With VP Operations/Finance oversee the budget process.
4. Work with President and VP of Operations / Finance to prepare a detailed budget for expenditures based on past year's expenditures and planned projects. Present to Board for approval.
5. If needed, sign checks for Chapter funds as authorized by the Board of Directors after review by the VP of Operations / Finance.
6. Review monthly, quarterly, and annual financial statements for approval by the Board and report to general membership.
7. Review Chapter accounting records and all supporting documentation.
8. Work with Chapter Administrator to complete North Carolina Sales Tax Reimbursement forms and submit them in a timely manner.
9. Comply with requirements of the Internal Revenue Service and other governmental agencies for maintenance of tax exempt status and annual information return.
10. Oversee annual audit.
11. Perform other duties as may be required by the Board.
12. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.
13. Provide for continuity of fiscal responsibilities by recommending & training a successor and passing on historical and current information.

Commitment:

One year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 6 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Vice President – Communications & Marketing:

Purpose of Office

To communicate and market opportunities and events occurring within the chapter and national ASTD.

Duties and Responsibilities:

1. Chapter Newsletter
 - Write articles as needed.
 - Solicit contribution of articles from others.
 - Oversee the editing process to ensure high quality.
 - Create and maintain schedule for on-time production.
 - Approve the final layout before publication to membership.
 - Take and/or arrange photos
2. Chapter Web site
 - With VP Operations / Finance oversee all maintenance
 - Provide on going guidance of web site design.
 - Oversee all information, changes, or additions to the web site
 - Oversee the use of Social Media to promote chapter events, membership, and the mission of the chapter
3. Work with Chapter Administrator on all communications to the chapter and community.
 - Review all submissions for complete and accurate content
 - Edit submissions as needed
 - Approve communications distribution
4. Assist the Board by recommending and implementing policy related to publications, advertising, and any communications within and outside the chapter.
6. Provide for continuity of education efforts by recommending & training a successor and passing on historical and current information.

Commitment:

One year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 6 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference	(2 days)

Assistant Vice President – Communications and Marketing: Web and Social Media

Purpose of Office:

To support the VP in the execution of duties specifically related to website maintenance and a social media presence & to prepare for a possible VP role

Duties and Responsibilities:

1. Serves as ex-officio member of PASTD Board of Directors
2. Work with other board and chapter members to plan communications and marketing related to PASTD events.
3. Support the VP in the maintenance of the chapter website, and keep an active social media presence for the chapter.
4. Coordinate and manage volunteer committees as needed.
5. Provide for continuity of educational efforts by recommending and training a successor and passing on historical and current information.
6. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.

Commitment:

1 – 3 year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 4 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Assistant Vice President – Communications and Marketing: Events & Publications

Purpose of Office:

To support the VP in the execution of duties specifically related to marketing chapter events, production of chapter newsletter, & to prepare for a possible VP role

Duties and Responsibilities:

1. Serves as ex-officio member of PASTD Board of Directors.
2. Work with other board and chapter members to plan communications and marketing related to PASTD events.
3. Coordinate the production of the chapter newsletter and assist with marketing materials for chapter events.
4. Coordinate and manage volunteer committees as needed.
5. Provide for continuity of educational efforts by recommending and training a successor and passing on historical and current information.
6. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.

Commitment:

1 – 3 year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 4 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Vice President - Membership:

Purpose of Office:

To enhance the growth of the chapter by communicating the benefits of Chapter and National ASTD membership.

Duties and Responsibilities:

1. New Member Orientation
2. Develop new ideas to promote and retain membership.
3. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.
4. Prepare detailed budget for Membership expenditures based on past years' expenditures and planned projects. Present to Board for approval.
5. Develop and maintain a volunteer program.
6. Provide for continuity of educational efforts by recommending & training a successor and passing on historical and current information.
7. Work with Chapter Administrator to receive and process applications and maintain the chapter membership database and website directory.

Commitment:

One year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 6 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Assistant Vice President – Membership

Purpose of Office:

To support the VP in the execution of duties & to prepare for a possible VP role

Duties and Responsibilities:

1. Serves as ex-officio member of PASTD Board of Directors.
2. Work with other board and chapter members on projects that relate to PASTD membership.
3. Coordinate and manage volunteer committees as needed.
4. Provide for continuity of educational efforts by recommending and training a successor and passing on historical and current information.
5. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.

Commitment:

1 – 3 year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 4 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Vice President - Professional Development/Special Programs:

Purpose of Office:

To promote the development of the membership by coordinating educational programs.

Duties and Responsibilities:

1. Assess the educational needs of chapter members.
2. Keep abreast of current issues, concepts, and techniques in the HRD field.
3. Enhance chapter members' knowledge and abilities by arranging for educational and informational programs.
4. Obtain Presenter Guideline Agreement and provide a copy to the VP of Administration
5. Communicate program content to the VP – Communications/Marketing using the communications template (appendix b).
6. Assure professional presentation by stating program objectives, reviewing program outlines prior to meetings, and conducting evaluations.
7. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.
8. Prepare detailed budget for expenditures based on past year's expenditures and planned projects. Present to Board for approval.
9. Provide for continuity of educational efforts by recommending & training a successor and passing on historical and current information.
10. Apply for HRCI credits for all appropriate programs
11. Chairs Professional Development Committee, if applicable.

Commitment:

One year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 6 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Assistant Vice President – Professional Development

Purpose of Office:

To support the VP in the execution of duties & to prepare for a possible VP role

Duties and Responsibilities:

1. Serves as ex-officio member of PASTD Board of Directors.
2. Assess the needs and interests of the chapter for workshops
3. Work with other board and chapter members to plan workshops
4. Coordinate logistics in conjunction with VP of Professional Development/Special Programs for workshops.
5. Coordinate and manage volunteer committees as needed.
6. Provide for continuity of educational efforts by recommending and training a successor and passing on historical and current information.
7. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.

Commitment:

1 – 3 year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 4 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference (2 days)	

Assistant Vice President - Special Programs

Purpose of Office:

To support the VP in the execution of duties & to prepare for a possible VP role

Duties and Responsibilities:

1. Serves as ex-officio member of PASTD Board of Directors.
2. Assess the needs and interests of the chapter for special events and Roadshows
3. Work with other board and chapter members to plan special events and Roadshows.
4. Coordinate logistics in conjunction with VP of Professional Development/Special Programs for special events and Roadshows.
5. Coordinate and manage volunteer committees as needed.
6. Provide for continuity of educational efforts by recommending and training a successor and passing on historical and current information.
7. Assist in setting and implementing chapter policy by participating in the deliberations of the Board.

Commitment:

1 – 3 year service commitment

Monthly time commitment:

Board Meeting	1 1/2 hours
Events	3 hours
Communications/Planning	2 - 4 hours

Other:

Board Retreat	½ to 1 Day
Conference Attendance (optional)	
National Leadership Conference	(2 days)

Chapter Administrator:

Serves as the Administrator for chapter activities. This position is contracted at an hourly rate and reports to Vice President, Operations / Finance.

Primary Duties:

1. New member processing:
 - a. Receives and reviews application and checks for accuracy
 - b. Maintains new member data base
 - c. Deposits checks
2. Renewal processing:
 - a. Issues renewal invoice
 - b. Follows up until paid
 - c. Deposits checks
 - d. Notifies VP of Membership about members who have not renewed within designated timeframe.
3. Financial Coordination with VP of Operations / Finance and AVP of Operations / Finance
 - a. Reports on income deposited
 - b. Sends any accounts payable information to VP of Operations / Finance for approval
 - c. Submits all checks to VP or AVP of Operations / Finance for signature.
4. Coordinates event registration
 - a. Accepts registrations
 - b. Prepares deposit of event fees
 - c. Prepares name tags and receipts for event
 - d. Coordinates with the appropriate VP on event location requirements
 - e. Sets up and operates registration table at event
5. Telephone and mail coordination
 - a. Provides linkage with National ASTD and local members about information regarding Piedmont Chapter members and activities through correspondence and voice mail
 - b. Collects and distributes mail as necessary
 - c. Checks voicemails weekly.
6. Coordinate with appropriate VP or AVP on A/V and other special requirements for presentations/workshops, if needed.
7. Works with VP of Communications / Marketing to produce program announcements, newsletters and website updates including social media.
8. Records and distributes board meeting minutes.
9. Maintains files and records of activity. Submits expense reports to VP of Operations/Finance.
10. Prepares monthly reports and emails them to Board members in a timely fashion.
11. Performs additional administrative duties as needed.

