

## **President**

### **Qualifications:**

Served previous year as Chapter President-Elect

*If President-Elect was vacant previous year the qualifications for President are...*

- 3 years active participation in ASTD-Cascadia
- Served on ASTD-Cascadia Board for at least one year in the past three years
- In work with the chapter or other organizations has demonstrated skills in effective communication, building a cohesive team, managing multiple projects and critical thinking (see Chapter Leader Competency Model).

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Manages the board including but not limited to: on-boarding, facilitating meetings, developing the board, and managing conflicts
- Oversees the ASTD-Cascadia contracted staff and office
- Ensure decisions and strategic goals/plans are implemented
- Ensure that all committees or other volunteers have the support they need to be successful
- Act as Chapter liaison and representative to ASTD National and Partner Organizations

### **Term of Office:**

One year (Nov 2011-Oct 2012)

## **President-Elect**

### **Qualifications:**

- 3 years active participation in ASTD-Cascadia
- Served on ASTD-Cascadia Board for at least one year in the past three years
- In work with the chapter or other organizations has demonstrated skills in effective communication, building a cohesive team, managing multiple projects and critical thinking (see Chapter Leader Competency Model).

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Attend and participate in all Board and other meetings as called by the President
- Participates in board management including onboarding, agenda development, and board development
- Works with the President and Past President on outreach efforts, especially partner organizations
- Serves as the chair of the Nominating Committee
- Assumes the duties of the President in the President's absence
- Develops plans and strategy for the following year
- Acts as liaison between the Board and the Conference Committee
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

### **Term of Office:**

One year (Nov 2011-Oct 2012)

## **Director of Board Operations**

### **Qualifications:**

- 1 year active participation in ASTD-Cascadia or another ASTD Chapter
- Demonstrate excellent communication, writing and decision making skills
- Prefer candidate with demonstrated skills in finance, budget development and project management

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Attend and participate in all Board and other meetings as called by the President
- Serves as Chapter Treasurer: oversees budget development, produce and analyze monthly financial reports, conduct annual internal financial review, acts as Chapter signatory, safeguards Chapter's financial assets, and file financial reports with National ASTD
- Oversee internal review as required by ASTD National
- Serve as the Chapter Secretary taking minutes at meetings
- Assist the President in managing board meetings including logistics and preparation and distribution of agenda, minutes and materials
- Ensure that all Board-related, non-financial reports, records and forms are maintained with the assistance of the Chapter Office
- Maintain the Chapter's online collaboration space
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

### **Term of Office:**

Two years (Nov 2011-Oct 2013)

## **Director of Interest Groups**

### **Qualifications:**

- 1 year active participation in ASTD-Cascadia or another ASTD Chapter
- Has demonstrated excellent communication and decision making skills

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Attend and participate in all Board and other meetings as called by the President
- Serves as a liaison between current Interest Groups and the board
- Outreaches to areas outside of Portland to market Chapter and Chapter events
- Outreaches to area colleges and universities to market Chapter and Chapter events
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

### **Term of Office:**

Two years (Nov 2011-Nov 2013)

## **Director of Marketing**

### **Qualifications:**

- 1 year active participation in ASTD-Cascadia or another ASTD Chapter
- Has demonstrated excellent communication, writing and decision making skills
- Prefer candidate with demonstrated skills in marketing

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Attend and participate in all Board and other meetings as called by the President
- Works with the Chapter Office to ensure consistent branding across all platforms and modes
- Works with Chapter Office and Board to develop marketing material including chapter newsletters and event promotions
- Works with Chapter Office to create and maintain social network structure
- Develops relationships with media and counterparts in partner organizations
- Market Chapter and Chapter events to target markets
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

### **Term of Office:**

Two years (remaining term Nov 2011-Oct 2012)

## **Director of Programs**

### **Qualifications:**

- 1 year active participation in ASTD-Cascadia or another ASTD Chapter
- Has demonstrated excellent communication, writing and decision making skills
- Prefer candidate with connections to speakers in the workplace learning profession

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Attend and participate in all Board and other meetings as called by the President
- Conducts annual assessment of membership to determine relevant workshop topics
- Coordinates HRCI and CEU processes for Chapter
- Assists conference committee with procurement of keynote speakers
- Acts as liaison between the Board and any program-related committees such as Learning Leaders Forum, Series, Learning Events
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

### **Term of Office:**

Two years (remaining term Nov 2011-Oct 2012)

## **Director of Member Services**

### **Qualifications:**

- 1 year active participation in ASTD-Cascadia or another ASTD Chapter
- Has demonstrated excellent communication, writing and decision making skills
- Prefer candidate with previous demonstrated experience in membership or volunteer management

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Act as a liaison between the board Membership and Volunteer Committees
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

### **Term of Office:**

Two years (Nov 2011-Oct 2013)

## **Past President**

### **Qualifications:**

Served previous year as Chapter President

### **Expectations and Responsibilities:**

- Follow Chapter bylaws, policies and procedures
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Attend and participate in all Board and other meetings as called by the President
- Represent the chapter to members and potential members at Chapter and other events, meetings, and in the community
- Ensure that all committees or other volunteers have the support they need to be successful
- Special projects as assigned by the Chapter President and/or Board
- Other duties as assigned

### **Term of Office:**

One year (Nov 2011-Oct 2012)

## **Committee Charges**

### **Conference**

- Coordinate the annual Cascadia Conference including speakers, sponsors, marketing, and registration

### **Learning Events**

- Coordinate and oversee at least four learning events each year

### **Learning Leaders Forum**

- Coordinate and oversee at least four events each year for this targeted audience (10+ years of experience in Learning and Development field)

### **Series/CPLP**

- Coordinate the scheduling and facilitation of the Chapter Series including Fundamentals of Training, E-Learning, and Managing Learning and Development Projects and CPLP
- Work to create “chapter owned” material for those series we do not have it

### **Membership**

- Work with Chapter Office to maintain membership records
- Coordinate at least one membership drive each year
- Market and oversee membership renewals
- Coordinate at least three membership meetings each year

### **Volunteers**

- Work with Chapter Office to maintain volunteer database
- Serve as the single point of entry for interested volunteers
- Work to find and develop volunteers for committees and task specific opportunities
- Coordinate the annual chapter volunteer recognition

### **Outreach**

- Creates process for connecting with members outside Portland/Metro
- Works with VP of Interest Groups to market chapter to underserved industries and parts of the state