



# SECRETARY



CH 8029

<b>Key Role</b>	Responsible for development, maintenance and accuracy of all Board-related, non-financial records for the Chapter. Facilitates effective communication among Board members.
<b>Positions Overseen</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Follow Chapter bylaws, policies and procedures. Strive to fulfill the Chapter’s mission, values, and strategic plans.</li> <li>▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position.</li> <li>▪ Work with the VP of Finance to examine operations and expenses. Participate in budget development.</li> <li>▪ Ensure that the strategic issues and plans identified by the Board remain a primary focus throughout the year.</li> <li>▪ Assist the President in managing Chapter meetings, including preparation and distribution of meeting agendas, associated materials, and minutes.</li> <li>▪ Provide leadership to the Chapter in ensuring, evaluating and reinforcing business interruption plans and actions.</li> <li>▪ Ensure that all Board-related, non-financial reports, records and forms are maintained with the assistance of the ASTD Office.</li> <li>▪ Evaluate, assess and recommend tools and systems to improve the quality and effectiveness of internal Board communications and information transfer.</li> <li>▪ Educate Board on policies and procedures, and work with VPs to ensure that policies and procedures are accurate and current.</li> <li>▪ Participate in Board on-boarding process to ensure that new Board members understand and have access to necessary information, materials and tools.</li> </ul> <p>Assume other duties, including special projects as needed by the President and Board.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Elected by membership vote.</li> <li>▪ Maintain active Chapter and National ASTD membership as required by Chapter bylaws and National ASTD.</li> <li>▪ Maintain email account and have Internet access to Chapter web site.</li> </ul>
<b>Term of Office</b>	One year
<b>Time Commitment</b>	2 to 4 hours per week. This includes: events, meetings, retreats, conferences and the above responsibilities.