



Position Description: Vice President of Records

Position Summary: The Vice President of Records provides administrative support to the chapter. The VP of Records takes meeting minutes, writes chapter correspondence, and ensures communication of chapter proceedings and records.

Time Commitment:

Term: Two years

Estimated Time Requirements per month:

- Attending board meetings: 1 hour plus travel time
- Attending chapter meetings: 2 hours plus travel time
- Communicating with board members regarding chapter business: 2-4 hours

Responsibilities:

Administrative

- Coordinates any requirements involving the chapter's bylaws and/or articles of incorporation, including notification of meetings
- Ensures the safekeeping of all legal documents, records of minutes, standing rules, position descriptions, and other documentation for the chapter
- Creates and maintains board of directors contact information and distributes to the Director of Marketing for updates to chapter website, if needed
- Distributes minutes and project status reports prior to each board meeting
- Provides electronic transmission of minutes to board members

Recruiting/Training

- Recruits and trains incoming Vice President of Records, providing the incoming officer with necessary chapter files
- Recruits and trains volunteers to support administrative functions
- Constantly updates personal knowledge of ATD strategies and operations

Board Participation

- Attends and participates in all monthly board meetings and chapter programs.
- Participates in other chapter events, committee meetings and conferences as available
- Assists with CARE requirements, Employee Learning Week and other National initiatives.
- Represents chapter professionally and ethically
- Ensures that accurate minutes are taken and maintained as legal record of the chapter's board meetings
- Reports administrative/records-related topics to board

Qualifications:

- Member in good standing with National ATD and ATDMVC
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to seek others out as volunteers
- Time available to fully participate in chapter programs and board meetings
- Demonstrated skills in typing, MS Word or compatible software, record keeping, and administrative processes
- Possess an ability to pay close attention to detail