

ATD-Cascadia Board Position Descriptions as of July 2017

President

Term of Office: One year (*this is the second year of a three-year commitment which includes serving as president-elect, president, and immediate past president*).

Qualifications:

Served previous year as Chapter President-Elect

If President-Elect position is vacant the previous year, the qualifications for President are...

- 3 years of active participation in ATD-Cascadia;
- On the ATD-Cascadia Board for at least one year in the past three years; and
- In work with the chapter or other organizations has demonstrates 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 ATD-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 ATD National and partner organizations

President-Elect

Term of Office: One year (*this is the first year of a three-year commitment which includes serving as president-elect, president, and immediate past president*).

Qualifications:

- 3 years of active participation in ATD-Cascadia
- Served on ATD-Cascadia Board for at least one year in the past three years
- In work with the chapter or other organizations has demonstrates 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
- 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
- Ensure that all committees or other volunteers have the support they need to be successful
- Oversees and provides direction to the Conference Committee
- Other duties as assigned by the President or Board

Past President

Term of Office: One year (*this is the third year of a three-year commitment which includes serving as president-elect, president, and immediate past president*).

Qualifications:

- Serve as President the previous board year

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
- Acts as a mentor to the President and President-Elect
- Assists the President-Elect with the Nominating Committee
- Assumes the duties of the President in the President's absence
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

Director of Board Operations

Term of Office: Two years (elected in odd years)

Qualifications:

- 1-year active participation in ATD-Cascadia or another ATD Chapter
- Demonstrate excellent communication, writing and decision making skills
- Prefer candidate with demonstrable 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 ATD all with assistance of the Chapter Office
- Oversee Financial Review Committee as required by ATD National
- Serve as the Chapter Secretary including preparing meeting agendas and taking minutes at board and annual 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
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

Director of Member Services

Term of Office: Two years (elected in even years)

Qualifications:

- 1-year active participation in ATD-Cascadia or another ATD Chapter
- Demonstrates excellent communication, writing and decision making skills
- Prefer candidate with previous 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 and the Membership, Volunteer, and Networking Committees
- Develops and oversees annual membership drives in the spring and fall
- Develops an annual networking calendar for publication to the membership each January
- Maintains a list of current Chapter volunteer opportunities
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board
- Committee Chairs supported: Volunteer Chair

Director of Professional Development

Term of Office: Two years (elected in odd years)

Qualifications:

- 1-year active participation in ATD-Cascadia or another ATD Chapter
- Demonstrates excellent communication, writing and decision making skills
- Prefer candidate with a deep understanding of the talent development 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
- Acts as liaison between the Board and any Professional Development committees
- Develop professional development opportunities at least one each quarter, preferably at least every other month
- Oversee development of such programs as SIGs, GIGs, CPLP, Communities of Practice, Fundamentals of Training and more.
- Develop an annual program calendar for publication to the membership each January
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

Director of Events

Term of Office: Two years (elected in even years)

Qualifications:

- 1-year active participation in ATD-Cascadia or another ATD Chapter
- Demonstrates excellent communication, writing and decision making skills
- Prefer candidate with experience in event planning

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
- Acts as liaison between the Board and any Events committees
- Develop revenue-producing events at least once a month
- Oversees Learning Events, Behind the Scenes, and various delivery modalities including Brandlive and Adobe
- Develop an annual program calendar for publication to the membership each January
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board

Executive Director

Term of Office: Contract position; annual review and renewal of contract each December

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
- Acts as liaison between the Board and the Business Operations, Sponsorship, Marketing, and Technology committees
- Day to day operations of chapter including making decisions on behalf of the board
- Ensure that all committees or other volunteers have the support they need to be successful
- Other duties as assigned by the President or Board