

Secretary

Position Description

Position Summary

The Secretary provides administrative support to the chapter, recording meeting minutes, writing chapter correspondence, and ensuring communication of chapter proceedings and records.

Responsibilities

- Ensures that accurate minutes are taken and maintained as legal record of the chapter's board meetings
- Distributes minutes and project status reports prior to each board meeting
- Ensure minutes are accessible to chapter members
- Creates and maintains Board of Directors contact information in timely manner and distributes to board
- In collaboration with the president, sets annual goals for managing chapter administration
- Attends and participates in all board and chapter meetings. Participates in other chapter events, committee meetings, and regional conferences as available.
- Coordinates any requirements involving the chapter's bylaws and/or articles of incorporation, including notification of meetings
- Ensures the safekeeping of all legal documents
- Recruits and trains incoming administrative secretary, providing the incoming officer with chapter files
- Recruits and trains volunteers to support the administrative function and develops successors for the Secretary role.

Requirements

- Be a member in good standing of CVATD and ATD
- Ability to serve full term of the position (2-years)
- Consistently attend CVATD Board and Committee meetings or appoint a representative to attend
- Regularly attend CVATD events and functions
- Associate Professional in Talent Development (APTD) or Certified Professional in Talent Development (CPTD) Certification encouraged

Time Commitment

- Attend board meetings: 1-2 hours monthly
- Attend board retreats: 4 hours twice per year
- Perform project work:
 - 1-2 hours/month for communication and 1:1 meetings
 - 1-3 hours/month for drafting board meeting minutes
 - 2-5 hours/year for coordinating and updating chapter bylaws or other documents
- Optional development activities: Monthly webinar with NAC, ATD Leadership Conference

Benefits of Serving

- Discounted ATD membership and free upgrade to Professional Plus membership
- Develop/practice organizational and leadership skills
- Opportunity to increase professional network by participating chapter meetings, board meetings, regional, or ATD Leadership meetings and events
- Professional development opportunities through NAC and ATD Chapter Leadership Programs (budget permitting)