

**ASTD GREATER ATLANTA CHAPTER
OFFICER POSITION**

TITLE: SENIOR ADVISOR

TIME OF SERVICE: Three years (elected)
Terms for three advisors end yearly

REPORTING RELATIONSHIPS: Reports to Chair of Board of Directors

MANAGES: Committees or Special Task Forces

GENERAL FUNCTIONS:

Voting members of the Board of Directors with responsibility for:

- Long-term Chapter strategy formulation
- Organizational improvement
- Constitution/Bylaws
- Succession planning process
- Chapter officer replacement approval (if needed)
- Nominations process

RESPONSIBILITIES:

- Know and comply with the Chapter Constitution/Bylaws and policies and procedures
- Attend quarterly meetings of Board of Directors
- Attend special meetings (e.g., approval on replacement of a Chapter officer)
- Participate in or manage Special Task Forces/Committees
- Attend monthly Executive Board meeting as Board of Directors representative when appointed
- Attend annual stakeholder town meeting

QUALIFICATIONS:

- Excellent organizational and analytical skills
- Experience in professional organization management
- Communication skills
- Attention to detail
- Member of local and national ASTD
- Ability to provide Special Task Force/Committee leadership
- Greater Atlanta Chapter ASTD leadership experience

ESTIMATED TIME COMMITMENT:

- 4 hours annual planning
- 2 hours at quarterly for Board of Directors' meetings
- 2 hours at annual for awards meeting
- 2 to 4 hours attending one or two Executive Board meetings
- Additional time attending ASTD chapter meetings and other local and national ASTD events
- Additional time supporting Task Force and/or Committee management activities