

ASTD ATLANTA CHAPTER OFFICER POSITION

TITLE: SENIOR ADVISOR APPOINTED

TIME OF SERVICE: One year

REPORTING RELATIONSHIPS: Reports to Chair of Board of Directors

MANAGES: Committees or Special Task Forces

GENERAL FUNCTIONS:

Voting member 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

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 four of the Board of Directors' meetings
- 2 hours annually for awards meeting
- Additional time as necessary for Task Force/Committee management activities