

# **ASTD ATLANTA CHAPTER OFFICER POSITION**

**TITLE:** PAST PRESIDENT SENIOR ADVISOR

**TIME OF SERVICE:** One year after serving as President

**REPORTING RELATIONSHIPS:** Reports to Chair and 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 and 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