

**Chapter Leader Position Description: Director of Administration**

**Position Summary:**

The Director of Administration supports the operations of the chapter and provides administrative support to the chapter. He/She records meeting minutes, works with President to schedule board meetings, and ensures communication of chapter proceedings and records. He/She coordinates special projects, Board member orientation, and ensures compliance with chapter documentation and file-sharing.

**Time Commitment:**

**Term:** One Year

**Estimated Time Requirements per month:**

* Perform responsibilities of the position and participate in communications about chapter issues: 5 hours
* Prepare monthly report: 1 hour
* Attend monthly board meetings: 1.5 hours plus travel time for in-person meetings
* Attend monthly chapter meetings when possible: 2 hours plus travel time
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (optional)

**Responsibilities:**

**Administration**

* Assists with administration and operations-related CARE submissions
* Assist VP of Operations with the creation and maintenance of chapter standards of practice and risk management documentation
* Oversees the board directory, ensuring that it is current and accurate
* Communicates any requirements involving the chapter’s bylaws and/or articles of incorporation, including notification of meetings and collection of responses
* Assists with facilitating and planning yearly strategic planning meeting

**Project Management**

* Serves as chair of the Board Member Onboarding Committee and creates and facilitates an onboarding process for new Board members at the end of each year
* Assists with project plan for any special events or conferences
* Manages Board-wide projects as needed, such as special orders, i.e. banners, etc. in conjunction with other Board members

**Training**

* Recruit and train incoming Director of Administration
* Update personal knowledge of ATD strategies and operations

**General**

* May be asked to write articles for newsletter

**Board Participation**

* Reports on status to the VP of Operations on a regular basis
* Participates in monthly board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities
* 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
* Maintains previous minutes in the Google Drive
* Arranges monthly board meetings

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Member of national ATD (recommended)
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position
* Possess an ability to pay close attention to detail
* Ability to build, motivate, and lead chapter volunteers where needed
* Ability to complete projects within established timeframes
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Discounted membership for national ATD
* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* ALC conference and hotel registrations (when appropriate)