

**Position Description: Vice President of Operations**

**Position Summary:**

The Vice President of Operations manages the operations and finances of the chapter. He/She coordinates the budget and operational issues with other board members and assures that chapter operations are compliant with ATD's Chapter Affiliation Requirements (CARE). The Vice President of Operations also serves as a liaison with bookkeeping and takes all necessary actions to ensure Chapter compliance with all governing bodies, regulations, rules, and requirements.

**Term:** One Year

**Minimum Time Requirements:**

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

**Responsibilities:**

**Budgeting**

* Create an annual operating budget and make it accessible to members

**Compliance**

* Ensure compliance with CARE
* Ensure chapter is in compliance with state and federal reporting requirements

**Finance/Operations**

* Oversee operations and finance for the chapter
* Reconcile chapter bank accounts on a regular basis
* Oversee the accuracy of record-keeping and reporting
* Serve as liaison with bookkeeping service provider.
* Oversee the creation and maintenance of chapter standards of practice and risk management documentation
* Ensure that the chapter maintains adequate insurance coverage
* Oversee other chapter projects, as needed
* Works closely with the outgoing VP Operations and with the successor VP Operations to achieve a smooth transition between terms of office
* Maintains a balance between expenditures that are for the perpetuation and enhancement of the chapter and expenditures that meet members’ current needs
* Understands that the chapter is custodian of its members’ money and acts accordingly and prudently in managing it

**Training**

* Recruits and trains incoming VP of Operations and team directors
* Update personal knowledge of ATD strategies and operations

**Board Participation**

* Reports all income and expenses to the board on a regular basis
* Reports on financial status of chapter each January at membership meeting and each month at board meetings
* Attends and participates in monthly board meetings and chapter programs
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Member of national ATD
* 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
* Ability to delegate tasks and monitor follow-through
* Ability to attract and lead committee members
* 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

**Benefits:**

* Paid 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)