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

**Term**: One Year

**Monthly Time Commitment:** 5-7 hours

**Board Member Benefits – Total $700 value**

* Paid ATD national membership at the Professional Plus level
* Paid Greater Richmond ATD membership
* Paid registration to ALC (ATD Chapter Leaders Conference)
* Fantastic resume builder
* In-depth exposure and networking opportunities

**Qualifications:**

* Active member of Greater Richmond ATD Chapter
* Well organized with multi-tasking skills
* 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

**Position Summary:**

The Director of Operations ensures the chapter is running efficiently as a business. This includes overseeing the finances and administration of the chapter. They coordinate the budget and assure that chapter operations follow ATD's Chapter Affiliation Requirements (CARE).

**Board Participation**

* Attends board meetings and working sessions regularly (min. 80% attendance).
* Participates in other chapter events, committee meetings and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Duties & Responsibilities:**

* Finance & Budgeting – Creates an annual operating budget and makes it accessible to members and manages our bookkeeping relationship for expense management and end of year statements.
  + Reports on financial status of chapter each January at strategic planning meeting and each month at board meetings
* Compliance – Ensures compliance with ATD CARE requirements and that the chapter follows state and federal reporting requirements.
* Training - Recruits and trains volunteers to support operations as well as in incoming successor
* Oversees the creation and maintenance of chapter standards of practice and risk management documentation.
* Ensures that the chapter maintains adequate insurance coverage.
* Maintains a balance between expenditures that are for the perpetuation and enhancement of the chapter and expenditures that meet members’ current needs.
* Attend board meetings regularly and share social media GRATD promotions

**Updated: November 2023**