**Position Description: Vice President of Governance**

**Term**: Two Years

**Monthly Time Commitment:**  7-10 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

**Position Summary:**

Our VP of Governance creates a strategic plan that ensures our chapter is run like a business overseeing the governance and finances of the chapter. Provides team-facing onboarding, meets monthly with their team of Directors to ensure the plan is being executed. The Vice President of Governance oversees all chapter operations. The Vice President of Governance also serves as a liaison with team members and takes all necessary actions to ensure Chapter compliance with all governing bodies, regulations, rules, and requirements (to include, but not limited to CARE).

**Responsibilities:**

**Operations**

* Creates an annual operating budget (with the assistance of the Director of Finance and the executive team) and make it accessible to members
* Ensure compliance with CARE
* Ensure chapter is in compliance with state and federal reporting requirements
* Oversee the accuracy of record-keeping and reporting
* Serve as liaison with our 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
* Maintains a balance between expenditures that are for the perpetuation and enhancement of the chapter and expenditures that meet members’ current needs

**Training**

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

**Board Participation**

* Attends monthly board of directors meetings
* Participates in other chapter events, committee meetings, and regional conferences as available
* Represents the chapter professionally and ethically in all business functions/organizational activities
* Participates in the development and implementation of short-term and long-term strategic planning for the chapter

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Management experience
* Project Management experience
* 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

**Updated: November 2023**