

Secretary

Position Summary:

The Secretary reports to the President and is responsible for keeping all official records, with the exception of financial records, of the Chapter and of the Chapter Board; this includes writing chapter correspondence, taking minutes for all Chapter Board and special meetings, posting the records on the chapter website in a timely manner, and performing other duties requested by the President.

Term:

One year; appointed by the President; position can be renewed or changed, as necessary, at the discretion of the Chapter Board.

Supported By:

This position is supported by all members of the board, and at the same time this position helps to support all members of the board where able and needed.

Requirements:

- Basic ATD Involvement
 - Available in the local Tampa Bay area
 - Chapter member (same local chapter) in good standing
- Possess an ability to pay close attention to detail
- Ability to build, motivate, and lead chapter volunteers where needed
- Skilled in verbal communication, diplomacy, personal interaction, and problem-solving
- Ability to plan, organize, and evaluate activities required by the position
- Ability to complete assignments within established timeframes
- Represents the chapter professionally and ethically in all business functions/ organizational activities
- Knowledge of or interest in learning and using Google email, Google drive, and Wild Apricot
- Time available to fully participate in most chapter programs and board meetings
 - See chapter bylaws for most up to date requirements for board meeting attendance and repercussions if unable to fulfill

Perks of Role:

- All Chapter Leader Conference (ALC) Registration and limited travel and lodging covered by chapter
- ATD National Membership paid for by chapter
- ATD Chapter Regular monthly events free of charge

Time Commitments and Responsibilities:

Time commitments and responsibilities are broken up below into an initial time on task, then weekly, monthly, and annual time on task.

Initial Tasks <i>Approx 6+ hours</i>	
Google Email <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Add picture ● Setup signature line ● Create out of office messages
Google Drive <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Familiarize self with Google Drive folder/docs ● Ensure all board is aware of them and how to access them
Bylaws <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Familiarize self with bylaws
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> ● Follow chapter and national social media channels
Wild Apricot <i>(2 hours)</i>	<ul style="list-style-type: none"> ● Get crash course in Wild Apricot software membership, events, reporting, etc. ● Learn how to sign up for events and pay ● Perform basic reporting from Wild Apricot ● Provide appropriate content copy and proofreading of the website to ensure accuracy and up-to-date information is provided to members

Weekly Tasks <i>Approx 1+ hours</i>	
Social Media <i>(30 minutes)</i>	<ul style="list-style-type: none"> ● Share/retweet all relevant ATD chapter social media posts with your network ● Like all relevant ATD chapter social media posts
Job Postings <i>(5 min)</i>	<ul style="list-style-type: none"> ● Receive job postings from ATD chapter members/ community member ● Add job postings to Wild Apricot website ● Correspond with ATD chapter member/community member after posting has been added to the website
Board Contact Info <i>(5 min)</i>	<ul style="list-style-type: none"> ● Create and maintain board of directors contact information in timely manner and distributes to board
Google Drive <i>(5 min)</i>	<ul style="list-style-type: none"> ● Facilitate organization of the chapter documents: <ul style="list-style-type: none"> ○ Chapter Meeting Minutes ○ Standard Operating Procedure documents

	<ul style="list-style-type: none"> ○ Other: Insurance, Tax exempt, IRS filing info, PO Box info, Chapter bylaws
Weekly Follow Up Call (30-60 min)	<ul style="list-style-type: none"> ● Participate in weekly touch point phone call with president to catch up on any updates and stay up to date in order to help where needed

Monthly Tasks <i>Approx 9+ hours</i>	
CARE (1-2 hours)	<ul style="list-style-type: none"> ● Work with President Elect and other Board members to ensure CARE requirements are met throughout the year ● Contributes to the reporting of CARE requirements
Chapter Events (4-6 hours, plus travel)	<ul style="list-style-type: none"> ● Attend chapter events as offered
Chapter Board Meeting (2-3 hours)	<ul style="list-style-type: none"> ● Attend the monthly board meetings. Each board member will have their turn to present updates. ● Communicate with the Board of Directors about routine issues
NAC calls/meetings (1 hour)	<ul style="list-style-type: none"> ● Email meeting agenda prior to meeting with meeting reminder and meeting details ● Share screen during board meeting while taking meeting minutes ● Ensure that accurate minutes are taken during meeting and maintained as legal record of the chapter's board meetings ● Distribute board minutes and committee status reports after each board meeting ● Store minutes on Google Drive
CARE (1-2 hours)	<ul style="list-style-type: none"> ● Attend national ATD leadership calls/meetings

Annual Tasks <i>Approx 7+ days</i>	
All Leaders Conference (ALC) - National (3 days)	<ul style="list-style-type: none"> ● Attend ALC, typically in the fall ● Participate in Chapter Leader Day at ALC
Succession Planning - Chapter (1+ day)	<ul style="list-style-type: none"> ● Recruit and mentors potential Board candidates to ensure the future of the chapter ● Recruit and trains incoming Secretary

Strategic and Operational Annual Planning Session(s) - Chapter <i>(1+ day)</i>	<ul style="list-style-type: none"> ● Set annual goals for managing chapter administration in collaboration with the president and board
ASCEND Annual Conference - Chapter <i>(1 day)</i>	<ul style="list-style-type: none"> ● Assist as needed with the annual conference (unless Board votes to not hold an annual conference)
Update Orientations <i>(1 day)</i>	<ul style="list-style-type: none"> ● Update the new member orientation and the new board member orientation to ensure all relevant information for the following year is up to date and accurate

ATD Resources

- Chapter Leader Community (CLC)
 - <https://www.td.org/chapters/clc>
- National Advisors for Chapters (NAC):
 - <https://www.td.org/chapters/clc/national-advisors-for-chapters>
- Chapter Affiliation Requirements(CARE)
 - <https://www.td.org/chapters/clc/care>
- Sharing Our Success (SOS)
 - <https://www.td.org/chapters/clc/sos>
- Leader Connection Newsletter (LCN)
 - <https://www.td.org/chapters/clc/lcn>
- Toolkits
 - <https://www.td.org/chapters/clc/toolkits>