

Job Description: Vice-President of Records

Term: One year

Purpose: To provide administrative support for the chapter.
To ensure the accurate retention and communication of chapter proceedings and records.

Reports to: President

Responsibilities:

1. Ensure that accurate Board meeting minutes are taken and maintained as a legal record of the Chapter's meetings. Distribute minutes within 10 days following each monthly Board meeting.
2. Oversee the compilation and distribution of the annual Membership Directory.
3. Coordinate the creation and distribution of master calendar for Board meetings and Chapter events.
4. Work with VP Events to provide meeting notices to Chapter members.
5. Work with VP Communications to distribute quarterly newsletter.
6. Oversee and coordinate any requirements involving the Chapter's Bylaws and/or Articles of Incorporation. Ensure the safekeeping of all legal documents.
7. Assist Board members with administrative support requirements.
8. Attend and participate in monthly Board meetings, committee meetings, chapter meetings and local, regional and national conferences and events as available.
9. Recruit and train incoming VP Records.
10. Represent the chapter professionally and ethically in all business functions/organization events.

Qualifications:

1. Demonstrated skills in word processing, record keeping and administrative processes desired.
2. Ability to build, motivate and lead a team of volunteers.
3. Ability to plan, organize and evaluate chapter activities.
4. Demonstrated communication and interpersonal skills.
5. Strong organizational, project management and problem-solving abilities.
6. ATD Local and national chapter membership.
7. Directly involved in Training and Development field.
8. Time available to attend Board meetings and Chapter functions as required by position.