

JOB DESCRIPTION

CHAPTER SECRETARY

Position reports to President

PURPOSE

To serve as Chapter historian, prepare CORE report for ASTD-National, and oversee the maintenance of Chapter documentation.

REQUIREMENTS

- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Time commitment/responsibility (approximately 10-15 hours per month).
- ◆ Commitment of at least one year term (January 2015-December 2015)

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings and conferences as available.
- ◆ Take monthly meeting minutes and send draft to Board for correction/changes. Publish final minutes and place on agenda for approval.
- ◆ Ensure meeting minutes, including monthly Board meeting agenda and motions are posted on the ASTD-OC website and archived in Dropbox.
- ◆ Regularly confirm CORE compliance and work with other Board members to resolve any issues.
- ◆ Coordinate and administer the annual submission of the ASTD CORE to national and review board program for the Chapter.
- ◆ Coordinate and maintain chapter documentation such as board job descriptions, policies and procedures, and meeting host lists.
- ◆ Work with VP Technology in strategizing about and implementation electronic document storage.

SUPERVISE

- ◆ Technical Writer Project Manager

SKILLS AND COMPETENCIES

- ◆ Good organizational and documentation skills
- ◆ Ability to plan for and meet deadlines
- ◆ Excellent listener for transcription
- ◆ Clear and concise written communication