

<p style="text-align: center;">Job Description – President Board of Directors – ASTD/Emerald Coast Chapter</p>

TERM OF SERVICE:	One year:
SELECTION:	Elected by General Membership
ELGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Provides overall leadership to the chapter and leads the chapter in meeting the needs of its members. Leads the chapter board of directors. Serves as liaison to ASTD national staff.

Suggested responsibilities include:

1. Presides at all executive committee and chapter meetings and participates in other chapter events/committee meetings as available.
2. Establishes board meeting agenda.
3. Administers fiscally sound budget.
4. Provides encouragement, resources, and feedback to Board Members.
5. Implements operating plan to include developing chapter goals and objectives.
6. Ensures chapter representation at local, state and national ASTD events.
7. Co-signs contracts and checks with VP of Finance as approved by the Board of Directors. Signs check for payment of invoices with President-Elect in the absence of VP of Finance.
8. Votes on motions only when a tie-breaking vote is required.
9. Participates in other chapter events, committee meetings, and regional conferences as available.
10. Appoints chairs for committees as required.
11. Performs other duties as defined in the chapter's by-laws.

Job Description – President - Elect
Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One year:
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Assists the president in performance of management duties. Provides leadership in the absence of the president. Becomes familiar with chapters operating structure.

Suggested responsibilities include:

1. Assists President with day-to-day chapter management.
2. Succeeds President upon expiration of President's term or upon resignation, incapacity or death of President.
3. Presides over meetings in the absence of the President.
4. Acts as alternate signatory for dispersal of funds.
5. Attends and participates in board and chapter meetings.
6. Participates in other chapter events, committee meetings, and regional conferences as available.
7. Performs other duties as defined in the chapter's by-laws.

Job Description – **Vice President of Membership** Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year; renewable upon re-election
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Recruits, retains and provides membership services to members for the Emerald Coast ASTD chapter

Suggested responsibilities include:

1. Chairs the Membership Committee.
2. Coordinates membership campaigns for recruiting new members. Facilitates new member welcome program.
3. Responsible for retention strategies for existing members.
4. Maintains and distributes annual Membership Directory. Ensures a database of current membership information to include at least the following:
 - a. Name/Address/Phone/Email
 - b. National ASTD membership number and local membership dates
 - c. Membership dues
 - d. Current number of members
5. Maintains a supply of ASTD recruitment supplies and literature including:
 - a. National and local promotional literature
 - b. National and local membership applications
6. Designs and submits annual membership committee budget to board.
7. Participates in other chapter events, committee meetings, and regional conferences, as available.
8. Performs other duties as defined in the chapter's by-laws.

Job Description – **Vice President for Programs** Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year; renewable upon re-election
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Designs and coordinates the chapter's programs.

Suggested responsibilities include:

1. Chairs program and hospitality committees.
2. Solicits program topics from membership.
3. Develops an annual calendar of programs and events.
4. Arranges for meeting locations and physical logistics (such as equipment, visual aids, handouts, and refreshments).
5. Coordinates presenters/speakers arrangements.
6. Introduces programs and speakers.
7. Designs and submits annual program committee budget to board.
8. Attends and participates in board and chapter meetings.
9. Participates in other chapter events, committee meetings, and regional conferences, as available.
10. Performs other duties as defined in the chapter's by-laws.

Job Description – **Vice President for Strategic Planning** Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year: renewable upon re-election
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Leads the chapter management team in the implementation of quality processes that will help the chapter meet member needs.

Suggested responsibilities include:

1. Conduct member/market needs assessment survey and member satisfaction survey as necessary.
2. Organize and facilitate strategic planning session(s) as directed by board.
3. Periodically reviews chapter progress as outlined in chapter goals and objectives.
4. Attends and participates in board and chapter meetings.
5. Participates in other chapter events, committee meetings, and regional conferences, as available.
6. Performs other duties as defined in the chapter's by-laws.

Job Description – **Vice President of Finance** Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year: renewable upon re-election
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Ensures the chapter's sound financial status. Maintain accurate financial records and advises the board on fiscal policy.

Suggested responsibilities include:

1. Prepares annual chapter budget with input from each Board member. Finalizes and presents at 1st board meeting of fiscal year.
2. Establishes and maintains accurate records of income and disbursements, following good bookkeeping practices.
3. Responsible for control measures for required signatures to disperse funds.
4. Prepares and presents monthly financial statements at chapter Board meetings.
5. Oversees the preparation of the annual financial report and audit.
6. Coordinates preparation of federal and state tax forms if applicable.
7. Maintains chapter tax-exempt non-profit status.
8. Attends and participates in board and chapter meetings.
9. Participates in other chapter events, committee meetings, and regional conferences as available.
10. Performs other duties as defined in the chapter's by-laws.

Job Description – **Vice President for Communications** Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year; renewable upon re-election
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Coordinates communication with members and the general public regarding chapter events. Coordinates the chapter's newsletter and website.

Suggested responsibilities include:

1. Chairs communication committee.
2. Plans and organizes publicity for chapter meetings and events that include: press releases, radio announcements, advertising, and promotional materials.
3. Oversees production of newsletter. Gathers information from board members to include:
 - a. Calendar of events
 - b. Chapter programs
 - c. Membership information
4. Ensures newsletter is proofed and edited by at least two board members via electronic distribution to all board members prior to production.
5. Ensure newsletter is distributed by mail or electronically, as applicable.
6. Oversees maintenance of website.
7. Designs and submits annual communications committee budget to board.
8. Attends and participates in board and chapter meetings.
9. Participates in other chapter events, committee meetings, and regional conferences as available.
10. Performs other duties as defined in the chapter's by-laws.

Job Description – Secretary
Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year; renewable upon re-election
SELECTION:	Elected by General Membership
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Records proceeding of board meetings.

Suggested responsibilities include:

1. Records and distributes minutes of board meetings.
2. Corresponds on behalf of the board and chapter.
3. Maintains records and official documents to include:
 - a. Announcements of meetings
 - b. Copies of newsletters
 - c. Ballots from elections
 - d. Surveys and results
 - e. Audit committee report
 - f. Photographs
 - g. Minutes
 - h. Correspondence
 - i. Chapter by-laws
4. Designs and submits annual administrative budget to board.
5. Attends and participates in board and chapter meetings.
6. Participates in other chapter events, committee meetings, and regional conferences, as available.
7. Performs other duties as defined in the chapter's by-laws.

Job Description – Immediate Past President
Board of Directors – ASTD/Emerald Coast Chapter

TERM OF SERVICE:	One (1) Year
SELECTION:	Non elected
ELIGIBILITY:	Must be a member of National ASTD & local chapter.
ROLE:	Provides continuity and advice to the Board especially the President and the President-Elect

Suggested responsibilities include:

1. Serves in an advisory capacity to President and other members of the Board.
2. Full voting member of board.
3. Attends and participates in Board meetings and chapter meetings.
4. Participates in other chapter events, committee meetings, and regional conferences as available.
5. Assumes the duties of the President if both the President and President-Elect are unavailable.
6. Performs other duties as defined in the chapter's by-laws.