

Director-At-Large

Position Summary:

The Director at Large may focus on an area of particular importance to the chapter including CARE requirements, compliance, board management, and chapter relations, as well as to serve in a general capacity as needed.

Time Commitment:

Term: One year

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Performing other duties: 2 to 4 hours

Responsibilities:

- Reviews and maintains updated chapter By-Laws; consults with legal counsel when needed
- Ensures the Board of Directors (BOD) adheres to its By-Laws and constitution.
- Provides direction, guidance, and leadership to activities of the organization
- Assists the president and president-elect with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources
- Provides feedback to the board of directors about the performance of the chapter in general, including feedback from members, people who attend meetings, and others.
- Assists the president-elect with yearly CARE reporting requirement and functions as the main point of contact for national ATD on all CARE-related communications
- Develops expertise with a variety of the Board functions
- May act as ad-hoc committee coordinator as appointed and needed by the President or the Board of Directors
- Assists the president and president-elect to establish productive relationships with ATD affiliates and chapter member companies

- Develops Standard Operating Procedures (SOPs) and policies and procedures (P&P) for the chapter and board
- Assists in the ongoing evaluation of the chapter's mission, vision, and values
- Provides support in the development and implementation of the chapter's strategic plan.
- Identifies opportunities for outreach (ex. community service) and recognition (ex. awards from national chapter)
- Supports president and president-elect with succession planning and board member recruitment
- Maintains accurate and detailed job descriptions for board members
- Works with the VP of Technology to ensure By-Laws and board job descriptions are posted to the chapter's website
- Represents chapter professionally and ethically in all business functions and organizational activities
- Maintains active membership in ATD National and the Local Chapter
- Attends BOD meetings, Chapter meetings, and Strategic Planning Meetings
- Supports membership and attendance goals as determined by the BOD
- Complies with the Chapter's By-Laws and understands his/her responsibilities under the By-Laws
- Assists other BOD members with tasks as needed including the tasks of vacant BOD positions
- Trains and mentors the incoming Director-At-Large