

Volunteer Position Description
Vice President of Communications/Secretary
Board of Directors – ASTD/Tallahassee Chapter

Term: One Year

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

Responsibilities:

Ensure communications management meets CORE requirements established by ASTD National.

Ensure that accurate minutes are taken and maintained as legal record of the Chapter's business meetings.

Distribute minutes and project status reports on a timely basis following meetings.

Work in concert with VP's of Membership and Technology to post membership directories, programs and notices; maintain an open line of communication and coordination of duties. Maintain communication with ASTD National, as needed.

Receive registrations for program meetings and assist with on-site registration process to ensure accurate data collection for attendance and fees collected. Assist VP of Finance with summary information for Board review.

Collect newsworthy information (articles, calendar information, etc.) for posting to the website.

Attend and participate in Board meetings and Chapter meetings. Participate in Chapter events; provide assistance and direction to committees, task force and work groups, as needed.

Assist directors and committee chairs who may require administrative support, as available.

Maintain memberships of ASTD National and ASTD Tallahassee Chapter.

Represent Chapter professionally and ethically in all business functions/organizational activities.

Recruit and train incoming Vice President of Communications/Secretary.