

Volunteer Position Description
President Elect/Vice President of Programs
Board of Directors – ASTD/Tallahassee Chapter

Term: One Year

Purpose: To assist the President in performance of Chapter management duties, automatically succeeding to President. Oversee Chapter program functions, including responsibility for topic/speaker selection and overall meeting management.

Responsibilities:

Succeed to President upon expiration of President's term or upon resignation; assume duties of President when President is absent from Board meetings or Chapter meetings/functions.

Assist the President with Chapter organization and management, goals, strategies and projects.

Ensure program management meets CORE requirements established by ASTD National.

Evaluate survey data and input from Board, task forces/work groups related to program topics and speakers.

Plan and organize programs, advise speakers, obtain speaker equipment and direct program portion of meeting.

Work with VP's of Communication and Technology to advertise and post agenda and program/speaker details.

Conduct program evaluations; provide summary to the Board.

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.

Maintain memberships of ASTD National and ASTD Tallahassee Chapter.

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

Recruit and train incoming President Elect/VP of Programs.