

***Volunteer Position Description - President
Board of Directors – ASTD/Tallahassee Chapter***

Term: One Year

Purpose: To provide the vision, structure, guidance, team spirit and communication systems for Board members to carry out specific tasks and responsibilities.

Responsibilities:

Ensure progress in meeting CORE requirements established by ASTD National.

Review the progress of goals, strategies and projects at Board meetings.

Lead Board and Chapter meetings; participate in Chapter events, provide assistance and direction to committees, task force and work groups.

Build, motivate and lead team of member volunteers; delegate tasks and monitor follow-through.

Oversee the sound financial status of the Chapter, approve Chapter budget and monitor budget reports.

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.

Ensure all Board members have received training for their respective positions.

Maintain memberships of ASTD National and ASTD Tallahassee Chapter.

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