

***Volunteer Position Description – Director-at-Large
Board of Directors – ASTD/Tallahassee Chapter***

Term: One Year

Purpose: To provide assistance to Board members on special projects, tasks and responsibilities.

Responsibilities:

Assist officers of ASTD Tallahassee and provide support to committees, task force and work groups.

Ensure work is in line with meeting CORE requirements established by ASTD National.

Provide Board members with updates of progress made on projects and goals.

Increase awareness and promote student participation in Chapter meetings.

Attend and participate in Board meetings and Chapter meetings. Participate in Chapter events.

Maintain memberships in ASTD National and ASTD Tallahassee Chapter.

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