ASTD-LA Chapter Secretary

Position Description

# Summary

The ASTD-LA Chapter Secretary provides administrative and communication support to the chapter members and board of directors by recording meeting minutes, writing chapter correspondence, and ensuring communication of chapter proceedings and records.

# Term

Two years

# Estimated Time Commitment

* Attending board meetings: 3 hours/month plus travel time
* Attending chapter meetings: 3 hours/month plus travel time
* Preparing minutes and communicating with administrative office and board: 4 hours/month

# Responsibilities

## Chapter Administrative Support

* Collaborate with chapter office administrator and board members to do the following:
  + Maintain chapter records
  + Complete the workbook and electronically submit the annual Chapter Operating Requirements (CORE) form to ASTD national by January 31 deadline each year
* Maintain chapter bylaws, minutes, financial records, committee reports, newsletters, correspondence, and other important documents
* Set up and maintain collaborative worksite (e.g., Wiggio):
  + Organize and maintain electronic documents on collaborative site
  + Add and subtract group members
  + Respond to members’ requests for information
* Write official correspondence on behalf of president and board to chapter members
* Review outgoing official communications and website postings for grammar, spelling, and accuracy
* Track attendance at board meetings
* Train incoming secretary:
  + Review expected duties and tasks
  + Transfer electronic and paper files to the incoming officer (minutes, etc.)
  + Respond to help requests from new secretary

## Board Participation

* Attend board meetings, contribute to discussions, and cast vote on board elections and issues
* Collaborates with executive members of board (president, past president, president-elect, treasurer) in setting annual goals for board and chapter
* Ensure that accurate minutes of the chapter’s board meetings are recorded, distributed/posted, and maintained as an official record
* Participate in board's annual review and revision of bylaws; coordinate changes and adherence to chapter bylaws
* Assist in developing budget and monitoring monthly financial statements
* Collect and maintain a list of board of directors’ contact information
* Attend chapter, regional, and national ASTD meetings as available
* Represent ASTD-LA in monthly West Area Chapter Leaders calls with National Chapter Advisor and Chapter Relations Manager
* Represent the chapter professionally in other business functions/organizational activities
* Complete any other tasks assigned by board president

# Qualifications

* Superior skills in oral and written communication, tactful personal interaction, and problem-solving
* Demonstrated skills in word processing, record keeping, and administrative processes
* Ability to pay close attention to detail
* Ability to use functions of collaborative website (Wiggio)
* Ability to complete projects within established timeframes
* Ability to motivate and lead chapter volunteers as needed
* Ability to plan, organize, and evaluate activities required by the position
* Time to attend board meetings and other chapter functions as required
* National member of ASTD and a member in good standing with the local chapter

# ASTD Resources

[Chapter Relations Manager](http://old.astd.org/membership/ChapterLeadership/ChapterManagement/Chapter+Relations+Managers.htm)

[National Advisors for Chapters (NAC)](http://old.astd.org/membership/ChapterLeadership/ChapterManagement/National+Advisors+for+Chapters-NAC.htm)

[Chapter Operating Requirements (CORE)](http://old.astd.org/membership/ChapterLeadership/ChapterManagement/CORE_Introduction.htm)

[Sharing Our Success (SOS)](http://old.astd.org/membership/ChapterLeadership/ChapterManagement/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://old.astd.org/membership/ChapterLeadership/)

[Leadership Connection Newsletter (LCN)](http://old.astd.org/membership/ChapterLeadership/Resources/LCN.htm)

[Toolkits](http://old.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

Chapter Leader Webcasts