

Chapter Leader Position Description: Director of Records

Position Summary:

The Director of Records oversees documentation all of the Chapter's activities, records, policies, and membership. They write chapter correspondence and ensure communication of chapter proceedings and records, including the Board of Directors' meeting minutes.

The mission of the Director of Records is to document all of the Chapter's activities, records, policies, and membership.

Time Commitment:

Term: One year

(Unlimited renewal with board approval)

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending chapter meetings: 1.5 hours plus travel time
- Communicating with the administrative office about routine issues: 2-4 hours
- Documentation Maintenance: 2-4 hours

Responsibilities:

Chapter Support

- Coordinates any requirements involving the chapter's bylaws and/or articles of incorporation, including notification of meetings.
- Ensures the safekeeping of all legal documents.
- Recruits and trains incoming secretary, providing the incoming officer with computer/paper versions of chapter files.

Board Participation

- Ensures that accurate minutes are taken and maintained as the legal record of the chapter's board meetings.
- Distributes minutes and project status reports prior to each board meeting
- Provides electronic transmission of minutes to board members
- Creates and maintains the board of directors contact information in a timely manner and distributes to board.
- Attends and participates in all board meetings as a non-voting member. Participates in other chapter events, committee meetings, and regional conferences as available.

Qualifications and Desirable Traits:

- Demonstrated skills in typing, word processing, record keeping, and administrative processes.
- Possess the ability to pay close attention to detail.
- Ability to build, motivate, and lead chapter volunteers where needed.

- Skilled in verbal communication, diplomacy, personal interaction, and problem-solving.
- Ability to plan, organize, and evaluate activities required by the position.
- Ability to complete projects within established timeframes.
- Time to attend board meetings and other chapter function as required by this position.
- National member of ATD and a member in good standing with the local chapter.

Contact:

Position Email: records@TDAustin.org

Revised By: Leah Carrubba

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