

Director of Administration

Position Summary

This role provides administrative support to the chapter, including recording meeting minutes, writing chapter correspondence, maintaining chapter and board documentation, and communicating chapter proceedings and records.

Terms

One year.

Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors

Estimated Time Requirement

Activity	Hours
Sets and distributes Meeting Agenda and Minutes [1.0 * 12]	0.5-1
Communicating with the Board and Executive Committee about routine issues	2-4
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
Annual Estimate of Hours	~48

Functional Responsibilities

Chapter Support

- Coordinating necessary services and supplies required for board activity
- Overseeing the membership directory is current and accurate
- Coordinating requirements involving chapter bylaws and/or articles of incorporation, including meeting notifications
- Ensuring safekeeping of all legal and organization documentation
- Managing paper/digital chapter records

Board Participation

- Representing the chapter professionally and ethically
- Participating in all board and chapter meetings, chapter events, committee meetings, and regional conferences
- Working collaboratively with other board members as required
- Taking and maintaining accurate minutes as the legal record of the chapter's board meetings
- Distributing agendas, meeting minutes and project status reports prior to each board meeting
- Maintaining and distributing accurate and up-to-date contact information for board members

- Assisting with creation of annual goals for improved chapter administration

Board Duties (as per Bylaws)

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

Qualifications/Skills

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Strong written and verbal communication skills
- Strong delegation and follow-through skills
- Strong attention to detail
- Strong administrative and technology skills
- Ability to adhere to established deadlines and timeframes

Resources

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)