



## **Project Manager/Secretary**

### **Position Summary:**

The project manager/secretary provides administrative support to the chapter. He/She records meeting minutes, writes chapter correspondence, and ensures communication of chapter proceedings and records.

### **Time Commitment:**

**Term:** Two years

#### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours plus travel time
- Attending chapter meetings: 3 hours plus travel time
- Communicating with administrative office about routine issues: 2-4 hours
- Documenting minutes and other records: 2- 4 hours
- Newsletter compilation: 3 hours

### **Participation Expectations:**

- Attend at least 8 of 10 board meetings annually -- most board meetings are virtual
- As a leader in the Chapter, attend at least 2/3 of Chapter events
- Attend ATD Regional Chapter Leader monthly conference calls
- Recruit and train replacement

### **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
- Compiles monthly newsletter content
- Compiles and files chapter information to submit for annual CARE report submission

#### **Board Participation (Voting Member)**

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

- Provide a report on volunteer activities at the monthly Board meeting
- Maintain and update records relevant to the position for benefit of successor
- Before the end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during the transition period prior to successor's term of office
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### **Key Collaborators**

All Directors requiring assistance and, especially, the following:

- President
- Director, Professional Development & Programs
- Director, Finance

### **Qualifications and Desired Characteristics:**

- Required to be a member of ATD National and Valley of the Sun chapter
- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Strong analytical and networking skills
- Ability to fully participate in chapter programs and board meetings
- Strong advocate for the chapter