



## **Board of Directors Job Descriptions**

### **EXECUTIVE OFFICERS**

The Executive Council is comprised of 8 Executive Officers who are elected to office by the Chapter's membership. Each Executive Officer will be responsible to manage and oversee all areas of their elected position and to commit to the growth and development of appointed Board members who are assigned to work with him/her. Currently, ASTD-NH has 8 Executive Officers: President, President-Elect, Past-President, Vice President of Program Development, Vice President of Marketing and Communications, Vice President of Technology, Vice President of Trainer Development, and Vice President of Chapter Administration.

Executive Officers are voting members on the Board of Directors. ASTD National requires all Executive Officers to be members of ASTD National. This annual fee will be paid for each Executive Officer by ASTD-NH. If an Executive Officer wishes to donate their annual ASTD national membership to ASTD-NH they may do so by contacting the Chapter Administrator. Along with being members of National ASTD, each Executive Officer must abide by the ASTD-NH by-laws and policies set forth in the Chapter Operations Manual.

### **BOARD MEMBER**

In addition to the 8 Executive Officers, ASTD-NH has up to 4 appointed Board members. Executive Officers shall appoint additional Chapter members to Board of Director positions and will designate an Executive Officer to mentor and define specific functions for each appointed Board member. These appointees will work directly with Executive Officers to help ASTD-NH meet its mission and achieve its vision.

The President-Elect will solicit recommendations for appointment in September, following elections for Executive Officer positions. Appointed Board members shall not have voting rights, unless designated as proxy by an Executive Officer. Appointed Board members do not have to be members of ASTD National but must abide by the Chapter by-laws and policies set forth in the Chapter's Operations Manual.

Executive Officers may change the number of appointed Board member positions to better serve the needs of the Chapter. When the Executive Council changes the number of appointed Board members this change will be reflected in the Chapter's Operations Manual.

### **BOARD OF DIRECTORS: GENERAL RESPONSIBILITIES**

1. Board members shall follow the guidance outlined in Articles III -VIII of the Chapter by-laws
2. Board members shall meet monthly, or regularly as designated by the President, to discuss Chapter matters. As stated in Article III section G, Boards members agree to attend all possible Board meetings. If due to other commitments a Board member misses three consecutive Board meetings it will be the responsibility of that Board member to communicate the feasibility of continuing in the capacity of the Board position.

3. It is the responsibility of all Board members to carry out their roles and responsibilities in between Board meetings and communicate activities/accomplishments to all Board members.
4. If a Board member cannot attend a scheduled meeting it will be their responsibility to ensure the agenda items under their realm of responsibility are communicated to another Board member.
5. In accordance with Article III, section I, item 2 of the Chapter by-laws, a Board member may resign from their position prior to the expiration of their term. The Board requests a written request for resignation.
6. Board members agree to attend as many Chapter events as possible. The Board recognizes that on occasion, due to a last minute commitment, a Board member may not be able to attend an event. If and when this occurs (as long as it is not a frequent occurrence) that Board member will not be charged for the event.
7. In accordance with Article III, section E of the Chapter by-laws, if a vote is going to occur during a Board meeting that a member cannot attend, they may cast a proxy vote by communicating their decision to an appointed Board member who is not already voting on behalf of another Executive Officer. This should be done via e-mail or written note so that the designated Board member can bring the proxy vote to the meeting.

# ELECTED POSITIONS TO THE BOARD OF DIRECTORS

## PRESIDENT (Steve Rients)

### **Position Summary:**

The Chapter President provides leadership to the local chapter consistent with ASTD policy, strategies, and objectives. S/he is responsible for effectively operating the chapter so that the needs of the members are met. S/he performs other duties as required by the local chapter's bylaws.

### **Responsibilities:**

#### **National ASTD Connection**

- Acts as liaison between the chapter and national ASTD to ensure that chapter policies, procedures and activities support the society's mission and vision
- Ensures that chapter strategies are aligned with ASTD's strategies
- Maintains communication with the chapter coach and other members of ASTD national
- Communicates ASTD goals, policies, and programs to chapter members
- Attends ASTD International Conference and Exposition and ASTD Chapter Leaders Conference (ALC)

#### **Chapter Strategy**

- Participates in the development and implementation of short-term and long-term strategic planning for the Chapter
- Forms partnerships with national ASTD, other ASTD chapters, and other professional associations
- Assist the board in development and ensure that all board activities support the Chapter's mission and vision

#### **Committee Leadership**

- Presides over the activities of all officers and directors, as well as standing committees, to ensure the accomplishment of chapter goals, objectives, and strategies
- Chairs all meetings of chapter officers and members
- Ad hoc member of all committees

#### **Workplace Learning and Performance (WLP) Community Participation**

- Represents the chapter professionally and ethically in all business functions/organizational activities and in the WLP community
- Constantly updates personal knowledge of ASTD strategies and operations

#### **Succession Planning**

- Ensures that successors for all positions are identified and properly trained in advance of assuming the position
- Mentors successor in his/her development for the role of next chapter President

#### **Board Participation**

- Sets agenda for and runs chapter board meetings
- Reviews progress of goals, strategies and projects at board meetings, and makes recommendations for improvements
- Ensures that all board members have received training regarding their respective positions
- Resolves conflicts among chapter/board members
- Tracks status of board of director action items
- Conducts the business of the chapter in accordance with the chapter bylaws and serves as chairperson of the Chapter's Board of Directors

- In conjunction with the board of directors, develops and implements programs that satisfy the members' needs

#### **Other Fiduciary Responsibilities**

- Ensures that all government and ASTD forms are filed correctly and on time
- Works with the chief financial officer (CFO) or treasurer to ensure that the chapter operates within its budget and with fiscal responsibility
- Provides any relevant functional information for posting to the chapter website as needed
- Conducts an annual financial review of the NH Chapter

#### **Qualifications:**

- Ability to build, motivate, and lead a team of volunteers
- Demonstrated experience in budget design
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
- Ability to lead a committee, delegate tasks, and monitor progress
- Ability to plan, organize, and evaluate chapter activities
- Demonstrated skills in effective leadership, diplomacy, personal interaction, problem-solving meeting management and communication
- Demonstrated ability to manage projects
- National member of ASTD and a member in good standing of the chapter

## **PRESIDENT-ELECT (open)**

### **Position Summary:**

The President-Elect assists the chapter President in performance of chapter management duties, automatically succeeding to President. The President-Elect participates in the recruitment of and is responsible for the development of Board members to lead the chapter in succeeding years.

### **Responsibilities:**

#### **Supports President**

- Assumes duties of President when he/she is absent from board meetings or chapter meetings
- Assists the President with chapter organization and management, clarifying board/committee responsibilities and encouraging the best use of chapter resources
- Supports the President in overseeing sound financial status of chapter by monitoring monthly budget reports
- Works with the President to establish productive relationships with ASTD affiliates and chapter member companies

#### **Board Development**

- Ensures members of the board know and understand their roles & responsibilities

#### **Succession Planning**

- Presents the board selection process to the board for approval
- Communicates to Chapter members the opportunities available to them within the Chapter
- Leads succession planning to include recruiting and developing new board members, managing the chapter's succession process, and chairing the nominating committee
- Succeeds to President upon expiration of President's term or upon resignation, incapacity, or death of President; assume duties of President when President is absent from board meetings or chapter meetings/functions

#### **Membership**

- Monitors/reports results of needs assessments and satisfaction surveys and conveys member suggestions to board and membership. Uses results to support strategic planning and goal-setting for succeeding year
- Leads the chapter's vision, mission, and direction planning process at annual transition meeting, and is prepared to communicate and gain chapter member commitment

#### **Chapter Recognition**

- Leads the chapter awards committee in identifying candidates for local and national recognition, assuring proper award nomination documentation is submitted.

#### **Board Role**

- Attends and participates in monthly board meetings, chapter meetings, ASTD International Conference & Exposition, and ASTD Chapter Leaders Conference (ALC)
- Participates in other chapter events, committee meetings and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

### **Qualifications:**

- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
- Ability to lead a committee, delegate tasks, and monitor progress
- Ability to build, motivate, and lead a team of volunteers
- Ability to plan, organize, and evaluate chapter activities

- Demonstrated experience in budget design and accountability desired
- Demonstrated ability to manage projects
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally
- National member of ASTD and member in good standing of local chapter

## **PAST-PRESIDENT (Deb Nugent)**

### **Position Summary:**

The Past President serves in an advisory role to the President, President elect, and chapter as a whole, and provides guidance and expertise as a knowledgeable member of the board. He/She advises on past practices and operations in accordance with the chapter bylaws. Upon request, he/she assists officers in performing their duties.

### **Responsibilities:**

#### **Chapter Operating Requirements (CORE)**

- Accumulates chapter information throughout the year and reports CORE results by January 31 each year.

#### **Chapter Leadership**

- Serves as acting President if both the President and President elect are unavailable
- Supports the President and President elect in achieving chapter goals
- Advises chapter officers on relevant issues

#### **Planning/Strategy**

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Participates in succession planning, including recruiting new board members
- Ensures that successors for all positions are identified and properly trained in advance of assuming the position

#### **Chapter Excellence Awards**

- Prepares submissions for Chapter Excellence Award nominations, if applicable

#### **Board Role**

- Attends all monthly membership and board of directors meetings
- Attends the ASTD International Conference and Exposition and ASTD Chapter Leadership Conference (ALC as a representative of the chapter

### **Qualifications:**

- Ability to build, motivate, and lead a team of volunteers
- Ability to plan, organize, and evaluate chapter activities
- Effective verbal communication, diplomacy, personal interaction, and problem-solving
- Ability to lead committees, delegate tasks, and monitor progress
- National member of ASTD and member in good standing of local chapter

## **VICE PRESIDENT OF CHAPTER ADMINISTRATION (Sara Wilson)**

### **Position Summary:**

The Vice President of Chapter Administration will be responsible for day-to-day issues of the Chapter and will work in conjunction with the Chapter Administrator.

### **Responsibilities:**

#### **Chapter Meetings**

- Schedule and coordinate monthly board meetings; work with the Chapter Administrator to set up phone meetings
- Set up meeting agenda and distribute to the Board of Directors prior to the meeting
- Record meeting minutes and distribute to the Board of Directors
- Publish meeting minutes to the chapter
- Follow up on all actions plans as a result of each meeting

#### **Chapter By-Laws and Operating Procedures**

- Communicate with national to ensure Chapter by-laws are accurate
- Ensure the Chapter properly follows the by-laws
- Update Chapter by-laws as needed
- Develop a relationship with the National Area Manager. Work with the National Area Manager on Chapter operating procedures.

#### **Annual Planning**

- Coordinate the development and implementation of the Chapter's annual plan
- Work with the other Executive Officers to combine all annual plans into one working plan
- Update the Board on the progress of the annual plan and suggest changes and/or improvements

#### **Communications**

- Ensure a process is in place to communicate Board of Director activities to the membership

#### **Chapter Finances**

- Ensure the financial records of the Chapter are up-to-date and present at monthly board meetings
- Provide quarterly and annual financial reports to the Board.

#### **Other**

- Assist other Board members as requested and ensure they have the assistance they need to carry out their responsibilities

### **Qualifications:**

- 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
- Time available to fully participate in chapter programs and board meetings
- Has a willingness to advocate the chapter
- Ability to seek others out as volunteers
- National member of ASTD and a member in good standing with the local chapter

## **VICE PRESIDENT OF MARKETING AND COMMUNICATIONS (Jeannette McDonald)**

### **Position Summary:**

The Vice President of Marketing and Communications oversees activities related to communications to the chapter members, the community, and other professional associations. The Vice President of Marketing and Communications is responsible for increasing the chapter's presence and to expand the membership of the Chapter through marketing efforts. An appointed board member will work closely with the Vice President on these initiatives.

### **Responsibilities:**

#### **Marketing**

- Manage distribution of chapter publicity and press releases, radio announcements, advertising, and promotional materials
- Supplies content for newsletter and marketing materials as needed
- Reviews materials, and ensures a clear and consistent marketing approach
- Solicits web advertising and corporate sponsorships and assembles a committee to support this effort
- Supports programs/professional development and SIGS in advertising monthly programs and workshops
- Works with the local media to increase the presence of the chapter
- Designs annual budget for marketing function; audits income/expenses monthly to ensure chapter's sound financial status

#### **Member Recruitment/Orientation**

- Creates prospect and new member packets detailing top benefits of joining the organization, and upcoming opportunities to meet other prospects/members
- Ensures new member orientation occurs on a regular basis with board and committee members available to answer questions regarding the organization
- Coordinates distribution of membership packets, including current rosters and member benefits.

#### **Member Retention**

- Implements programs that result in decreased membership expirations
- Ensures processes are in place to follow up with members whose annual membership is about to expire, and advocates renewal
- Increases member renewal by a stated amount

#### **Member Satisfaction**

- Provides services that will enhance new members acculturation to the organization
- Conducts needs assessment and member satisfaction surveys on a regular basis, reports results and make recommendations to the board

#### **Recruitment/Training**

- Recruits and trains volunteers to support marketing and membership functions
- Recruits and trains incoming Vice President of Marketing and Communications

#### **Board Participation**

- Participates in all monthly board meetings and chapter programs. Participates in other chapter events, committee meetings and conferences as available
- Partners with other committees (marketing, programs) to highlight the value to becoming a member
- Tracks new, renewed, and expired memberships and reports to board on a regular basis
- Reports communications-related topics to board

- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in board meetings and chapter meetings, the ASTD International Conference and Exposition and ASTD Chapter Leadership Conference (ALC)

**Qualifications:**

- Solid marketing and public relations skills
- 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
- Time available to fully participate in chapter programs and board meetings
- Has a willingness to advocate the chapter
- Ability to seek others out as volunteers
- National member of ASTD and a member in good standing with the local chapter

## **VICE PRESIDENT OF PROGRAM DEVELOPMENT (Trish Dionne)**

### **Position Summary:**

The Vice President of Program Development oversees the chapter's programming function, including responsibility for topic/speaker selection, site selection, and overall meeting management and reporting.

### **Responsibilities:**

#### **Program Development**

- Develops and implements an annual Program Development Plan, following Board review and approval
- Ensures a relevant program/event is held approximately monthly (September-May)
- Solicits program topics from membership and evaluates relevance and interest to members
- Administers program events within budget
- Attracts and secures speakers who address the concerns and interests of the membership
- Coordinates locations for workshops and attends to the programming details (speaker's set up/AV needs, food orders, registration desk coverage)
- Collects and reports on participant feedback of programs, and uses feedback to plan future events

#### **Collaboration**

- Provides meeting details, including speaker's biography, to the VP for Marketing and Communications for press release development and mailings (electronic or paper) and to the VP for Technology to post to for chapter website.
- Promotes member benefits and opportunities at chapter functions

#### **Recruitment/Training**

- Recruits and trains incoming Vice President of Program Development
- Recruits and trains volunteers to support program functions.

#### **Board Participation**

- Attends board meetings, chapter programs, and regular committee meetings.
- Represents the chapter professionally and ethically
- Participates in board meetings and chapter meetings, ASTD International Conference and the ASTD Chapter Leadership Conference (ALC)

### **Qualifications:**

- Possesses marketing and public relation skills
- 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
- Ability to attract and lead committee members
- Time available to fully participate in chapter events
- National member of ASTD and a member in good standing with the local chapter

## **VICE PRESIDENT OF TECHNOLOGY (Gail Devoid)**

### **Position Summary:**

The Vice President of Technology identifies, implements, and maintains website content and other technologies that support board goals and improve member services.

### **Responsibilities:**

#### **Chapter Support**

- Supports board and chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce and other features, as appropriate
- Maintains home page and updates as needed
- Provides help in accessing and navigating website
- Acts as point of contact and liaison with website host
- Designs annual budget for technology function; audits income/expenses monthly to ensure chapter's sound financial status
- Researches, develops and facilitates the sourcing of new ideas and concepts for using technological innovation to deliver enhanced services to members

#### **Board Participation**

- Supports and promotes CORE, and the strategic goals and action plans of the chapter
- Represents the chapter professionally and ethically in all business functions/organizational activities
- Attends and participates in all board and chapter meetings. Participates in other chapter events, committee meetings, and regional conferences as available

#### **Recruitment/Training**

- Recruits and trains volunteers to support the technology function
- Recruits and trains incoming Vice President of Technology

#### **Qualifications:**

- Demonstrated skills in website design
- Possess an ability to pay close attention to detail
- 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 functions as required by this position
- National member of ASTD and a member in good standing with the local chapter

## **VICE PRESIDENT OF TRAINER DEVELOPMENT (Sue Losapio, Tracey Osborne)**

The Vice President of Trainer Development is responsible for the oversight and curricular development of the Trainer Development certificate program and is supported by a paid Trainer Development Administrator.

### **Responsibilities:**

#### **Trainer Development Oversight**

- Review and assess validity of course offerings
  - If needed, redesign an existing course or design a new one
  - Present the new course and revise it as needed
  - Recruit and hire a trainer to take over the class.
  - The next time it is delivered the course will be delivered with the new trainer.
- Resource for past, current, and future participants and trainers
  - Provide supervision to the Trainer Development Administrator
  - Review scholarship applications with board input and notify applicant
  - Work with the Vice President of Technology on the development and provision of online courses
  - Review and possible redesign of all courses offered
- Develop and implement an OD or a coaching or an e-learning track
- Networking with trainers and training directors
- Address branding issues, including changes to the name of the series, e.g. Train the Learning Professional (TLP)

#### **Trainer Development Classes**

- Responsible for the recruitment, hiring and renewal/non-renewal of trainers
  - Ask sphere of influence for recommendations
  - Check references
  - Determine each trainer's room and media needs and arrange for them to be met
  - Inform current trainer if a course will be removed from the list of offerings
  - Meet and greet both morning and afternoon of each class
- Visit courses to ensure quality

### **Qualifications:**

- Knowledgeable about best training practices and the needs of a diverse set of learners
- Has a strong network of trainers to utilize in delivering certificate eligible courses
- 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
- Time available to fully participate in chapter programs and board meetings
- Has a willingness to advocate the chapter
- Ability to seek others out as volunteers
- National member of ASTD and a member in good standing with the local chapter

## **APPOINTED POSITIONS TO THE BOARD OF DIRECTORS**

### **BOARD MEMBER – MARKETING AND COMMUNICATIONS FOCUS (Linda Ruest)**

#### **Position Summary:**

The appointed Board member with a focus on Marketing will serve as an assistant to the Vice President of Marketing and Communications and perform duties mutually agreed upon in carrying out the marketing/communication needs of the Chapter.

### **BOARD MEMBER – PROGRAMMING FOCUS (Hillary Meekins)**

#### **Position Summary:**

The appointed Board member with a focus on Programming will serve as an assistant to the Vice President of Program Development and perform duties mutually agreed upon in carrying out the programming needs of the Chapter. Basic responsibilities include: preparing nametags for various events, maintaining an inventory of materials to market the Chapter at various programs, assisting with registration (as available), and reconciling attendance sheets and finances for each event. Attendance and fiscal summaries will be provided to the Vice President of Program Development and all summaries/money will be sent to the Chapter Administrator within 10 days following an event.

### **BOARD MEMBER – TECHNOLOGY FOCUS (Lisa McNamee)**

#### **Position Summary:**

The appointed Board member with a focus on Technology will serve as an assistant to the Vice President of Technology and perform duties mutually agreed upon in carrying out the website and other technological needs of the Chapter.

## **PAID POSITIONS TO SUPPORT THE BOARD OF DIRECTORS**

### **CHAPTER ADMINISTRATOR (Donna Rinaldi)**

#### **Position Summary:**

The Chapter Administrator is a paid position to assist the Vice President of Chapter Administration. This position will be responsible for recording and updating all financial records for the Chapter as well as maintaining the Chapter database and mailing functions.

#### **Responsibilities:**

##### **Chapter Finances**

- Ensure the financial records of the Chapter are up-to-date. Provide to the Vice President of Chapter Administration to review at monthly board meetings
- Provide quarterly and annual financial reports. Quarterly reports will be completed and presented to the board.
- Track and update the board on the financial status (profit/loss) of chapter events.

##### **Compliance Matters**

- Ensure proper government reports are updated
- Maintain Chapter by-laws

##### **Membership**

- Maintain membership database
- Invoice annual dues to members
- Update the Vice President of Marketing and Communications on the status of membership and non-renewals.
- Ensure chapter members are informed of current chapter dues renewal policies

##### **Other**

- Maintain chapter supplies

### **TRAINER DEVELOPMENT ADMINISTRATOR (Jeanette Guilmette)**

#### **Position Summary:**

The Trainer Development Administrator is a paid position to assist the Vice President of Trainer Development with the implementation of this certificate series and to perform duties mutually agreed upon in carrying out the administrative needs of the Chapter.

#### **Responsibilities:**

##### **Trainer Development Classes**

- Schedule classes and trainers
- Assemble binders
- Print and hand out attendance certificates
- Print and mail letter and certificate of completion
- Prepare evaluations to distribute at the end of each class
- Tally class evaluations and distribute a copy to the Vice President of Trainer Development and the Chapter Administrator. Send the summary and a thank you note to the presenter.
- Make logistical arrangements for each class: book room and AV needs, order food, coordinate setup needed with the trainer

- Meet and greet both morning and afternoon of each class (when the Vice President of Trainer Development is not available)

### **Trainer Development Marketing**

- Massive marketing of Trainer Development series, including review of market studies conducted.
- Provide information to the Vice President of Marketing and Communications when someone completes the certificate and when someone is awarded a scholarship. The Vice President for Marketing and Communications will prepare and send out a press release.
- Branding of Trainer Development series as “THE” certificate to have as a trainer in New Hampshire
- Advertising when the classes will be held, where and who to contact
- Identify companies to target with Trainer Development class information. Prepare and distribute e-mail blasts.