

# BOARD OF DIRECTOR FUNCTIONS

## ASTD/Rock Valley Chapter

### PRESIDENT

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**PURPOSE:** To Manage All Functions of the Chapter Resources.

**REPORTS TO:** Board

**INTERACTS WITH:** President Elect, Treasurer, Programs, Newsletter, Secretary, Scholarship, Media Relations, Membership

**TERM:** One Year - August 1 to August 1

**SUPERVISES:** Support managers and committee chairs as required by the position

#### **RESPONSIBILITIES:**

1. Determine need and agenda for Board meetings.
2. Implement Chapter mission.
3. Maintain relationships and develop new relationships with alliance associations.
4. Supervise Board member tasks and special Committees.
5. Post information to the Chapter email forum.

#### **QUALIFICATIONS:**

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Familiarity with computer applications and access to a computer that can run those applications.
3. Ability to positively represent the Chapter to prospective and present members.
4. Access to an email account that can be used for Chapter discussions and distribution of updates.
5. Occupy a Board position for one year prior to taking office.