

ATD-PHL Board Member Job Descriptions

The Vice-President of Finance:

- Provide a monthly report on the financial condition of the Chapter prior to each Board meeting
- Leads creation of an annual budget each year for the following year; ensures the budget is available to all members
- Maintains an approval process and ensures that all bills are paid in a timely manner
- Oversee that all revenue deposits and disbursements are made in a timely manner
- Convenes the Board of Directors to select an interim President in the event of the President Elect's absence
- Holds him/herself and other Board members accountable for overseeing their respective areas

The Vice-President of Programs:

The Vice President of Programs serves a two-year term and is responsible for planning and implementing monthly chapter meetings for ATD PHL. There are typically 10 chapter meetings per year. The work includes sourcing, contacting, and contracting with speakers or planning and arranging for other types of events, such as networking meetings. Program content can cover anything of interest to workplace learning and development professionals. Content must be brand neutral and should NOT include a sales pitch. It is recommended that programs be planned 6 months to year in advance if possible.

The job also includes developing and writing marketing copy describing the events for the chapter website and e-mail promotions, and identifying and arranging area meeting venues, with administrative assistance from Seamless Events staff. The Vice President of Programs is an integral member of the ATD-PHL Board of Directors and is expected to participate in monthly board meetings and other chapter planning events. The VP Programs is assisted by a volunteer Programs committee, which may include a Director of Programs.

Specific tasks before, during and after a chapter meeting include:

- Get a signed proposal with picture, program description, speaker biography, and speaker references
- Write appropriate blurbs for web, marketing copy and marketing partners
- Prepare a brief structured introduction
- Forward attendee list by company and role, omitting names, e-mail addresses and phone numbers
- Welcome speaker and assist with presentation technology and meeting logistics
- Introduce speaker to President and board members
- Make a formal introduction to the audience
- Thank the speaker and present the speaker gift
- Collect audience feedback and volunteer cards
- Compile feedback cards into a document to be shared with the speaker and board
- Send thank you note to speaker