



## **Chapter Leader Position Description: Admin/Secretary**

### **Position Summary:**

The administrative 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:** One year

#### **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

### **Responsibilities:**

#### **Chapter Support**

- Collaborates with chapter office support personnel including telephone, facilities, equipment, staff, and supplies
- Coordinates any requirements involving the chapter's bylaws and/or articles of incorporation, including notification of meetings
- Ensures the safekeeping of all legal documents
- Post documents to Chapter Website as needed
- Recruits and trains incoming administrative secretary, providing the incoming officer with computer/paper versions of chapter files

#### **Board Participation**

- Ensures that accurate minutes are taken and maintained as legal record of the chapter's board meetings
- Distributes minutes and project status reports prior to each board meeting
- Provides electronic transmission of minutes to board members
- Create and maintain board of director's contact information in timely manner and distributes to board
- In collaboration with the president, sets annual goals for managing chapter administration
- 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

## Qualifications:

- Member of ATD and chapter
- Demonstrated skills in typing, word processing, record keeping, and administrative processes
- Possess an ability to pay close attention to detail
- Ability to build, motivate, and lead chapter volunteers where needed
- Skilled in verbal communication, diplomacy, personal interaction, and problem-solving
- 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

## ATD 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](#)