

Vice President of Administration Role Description

Position Summary:

The Vice President of Administration provides administrative support to the chapter's Board of Directors and provides guidance on chapter governance. This position is responsible for creating and maintaining records of Board meetings and activities, promoting communication between Board members, keeping track of volunteers, tracking action items, developing project plans, and creating technological solutions to improve the chapter's administrative effectiveness and efficiency.

The Vice President of Administration will lead at a minimum, one committee member assigned to assist in filing, recording and archiving records.

Time Commitment:

Term: 1 year

Estimated Time Requirements per month:

- Attending virtual board meeting: 1.30 hours monthly
- Attending committee meetings: 1 hour bi-monthly
- Creating/reviewing standard operating procedures: 1 hour monthly
- Preparing Board agendas and creating meeting minutes: 1.30 hours monthly
- Attending chapter learning events: 1.30 hours plus travel time and set up
- Attending geographic events/special interest events: 2 hours quarterly
- Community engagement activities: 3 hours bi-annually

Estimated Time Requirements for training:

- Transitional training with outgoing VP of Administration: 3 hours
- Attendance at annual board summit: 4 hours plus travel time
- Attendance at ATD Chapter Leaders Conference (ALC) (*based on chapter funding + travel time*): 5 hours

**The time commitment is a cumulative approximation over a period of several months and includes the variation of support needed for each task. Board members may or may not exceed this threshold.*

PRINCIPAL DUTIES & RESPONSIBILITIES

- Schedule all Board of Directors meetings at least two weeks in advance.
- Distribute agendas, minutes, and project status reports at least a week prior to each Board meeting.
- Ensure that important Board documents, including the annual Strategic Plan, Board meeting minutes, and Bylaws, are posted for member access on the chapter website in a timely manner, stored and maintained as legal records.

- Assist chapter President with planning annual Board summit logistics (e.g. food, location, etc.) and proactively handle any arising issues leading up to the meeting day.
- Create and maintain the Board Member contact list.
- Maintain the contacts list for ATD national and other important contacts and disseminate to board members.
- Maintain the chapter cloud file storage site and ensure records are kept ,organized and accessible to the appropriate Board members.
- Review Chapter Affiliation Requirements (CARE) documents with the President and President-Elect before they have been sent to ATD National (January).
- Create Standard Operating Procedures (SOPs) based on role.
- Organize the chapter’s library, Google Drive files, reviewing, rearranging, and making updates as necessary, informing the board of updates.
- Creates job aids for Board tools and platforms including email accounts, teleconferencing platform, survey systems, etc.
- Coordinates efforts with the chapter President, VP of Communications and Director of Technology to ensure that all subscriptions for vital chapter tools and platforms are paid (e.g. WebEx, APTD/CPTD recertification, Canva, Wild Apricot).
- Ensure that QuestionPro non-profit access is renewed annually.
- Ensures that Board meeting minutes are uploaded to the web site
- Collaborates with the VP of Finance to ensure subscriptions are paid timely.
- Maintain a list of chapter email addresses for each Board member and ensure websites and social media platforms reflect the correct and current email address.
- Keep track of an internal chapter operations calendar.
- Ensure the safekeeping of all legal documents.
- Research and implement innovative technological solutions to increase Board effectiveness and efficiency and lower overhead costs.
- Recruit and vet volunteers, identify possible successors and maintain the volunteer tracking spreadsheet.
- Collaborate with VPs of Communications and Membership to advertise needed volunteers.
- Train other Board members to effectively use available tools and platforms including @atdsouthcarolina.org email accounts, the chapter cloud file storage site, etc.
- Collaborate with VPs of Communications and Membership to order promotional materials.
- Collaborate with the VPs of Education and Communications to create an announcement template prior to each chapter meeting.
- Assist with planning educational events, including sharing topics and speaker ideas.
- Collaborate with the VP of Finance to secure appropriate funding for travel, events and reconcile expenses in a timely manner.
- Attend National Advisors for Chapters (NAC) virtual calls when available.
- Repost and promote chapter events on social media.

A successful Vice President of Administration will:

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- Possess strong assertiveness and collaboration skills.
 - Organize files on Google Drive monthly.

- Ensure that meeting minutes are uploaded to the website monthly.
- Ensure that Bylaws are available on the website annually.
- Be willing to travel, as the role involves visiting remote areas within South Carolina.
- Be an effective leader, as this individual will oversee an Administration Ambassador to assist.

HELPFUL SKILLS

Strong communication skills | Assertiveness | Excellent organization skills and leadership ability | Detail-oriented | Familiarity with technology including WebEx and Google Suite | Project-Management | Decision-making | Familiarity with Robert's Rule of Order | Reporting | Collaboration | Delegation

MEETING EXPECTATIONS

The Vice President of Administration is expected to attend all Board meetings, an annual board summit, one ALC (provided funding is available), a minimum of: four chapter learning events, four special interest group events, one NAC call, and two community-based events.

Resources and References

- [SOS Submission Form](#)
- [Board Meeting Minutes Template](#)
- [Board Meeting Notes](#)
- [Status Report Template](#)
- [SOS Submission Form](#)
- [Administrative Management | ATD](#)
- <https://www.td.org/chapters/clc/sos/record-keeping>
- <https://www.td.org/chapter-leader-community-clc/sharing-our-success-sos/central-repository>
- [Chapter Affiliation Requirements \(CARE\)](#)
- [Embedding Diversity into Chapter Operations](#)

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