

**Position Description: Executive Vice President of Governance**

**Position Summary:**

VP of Governance creates a strategic plan that ensure our chapter is run like a business. Provides team-facing onboarding, meets monthly with their team of Directors to ensure plan is being executed. The Executive Vice President of Governance oversees all chapter operations. The Vice President of Governance also serves as a liaison with team members and takes all necessary actions to ensure Chapter compliance with all governing bodies, regulations, rules, and requirements (to include, but not limited to CARE).

**Term:** One Year

**Minimum Time Requirements:**

* Perform responsibilities of the position and participate in communications about chapter issues: 6 hours
* Attend monthly board meeting: 1.5 hours plus travel time
* Attend monthly chapter meetings and/or Special Interest Group meetings, when possible: 2 hours plus travel time and additional time to cover setup and breakdown as needed
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (strongly recommended)

**Responsibilities:**

**Operations**

* Create an annual operating budget (with the assistance of the Director of Finance and the executive team) and make it accessible to members
* Ensure compliance with CARE
* Ensure chapter is in compliance with state and federal reporting requirements
* Oversee Governance and finance for the chapter
* Reconcile chapter bank accounts on a regular basis
* Oversee the accuracy of record-keeping and reporting
* Serve as liaison with bookkeeping service provider.
* Oversee the creation and maintenance of chapter standards of practice and risk management documentation
* Ensure that the chapter maintains adequate insurance coverage
* Oversee other chapter projects, as needed
* Works closely with the outgoing VP Governance and with the successor VP Governance to achieve a smooth transition between terms of office
* Maintains a balance between expenditures that are for the perpetuation and enhancement of the chapter and expenditures that meet members’ current needs
* Understands that the chapter is custodian of its members’ money and acts accordingly and prudently in managing it

**Training**

* Recruits and trains incoming VP of Governance and team directors
* Update personal knowledge of ATD strategies and Governance

**Board Participation**

* Reports all operations information to the board on a regular basis
* Reports on financial status of chapter each January at membership meeting and each month at board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* Attends and participates in monthly board meetings and chapter programs
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Qualifications:**

* Member of Greater Richmond ATD Chapter (required)
* Management experience (required)
* Member of national ATD (recommended)
* Project Management experience (preferred)
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* 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
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* Paid Professional-Plus Level Membership to ATD National (when appropriate)
* ALC conference and hotel registrations (when appropriate)