



Board of Directors **Application** Form

**Instructions**

Please return the completed application to no later than **September 15, 2017** by email to [presidentelect@tdokc.org](mailto:presidentelect@tdokc.org). Applications will be copied and distributed to members of the Central Oklahoma Chapter-ATD 2018 Nominating Committee.

**Member Information (please print or type)**

Name	
Address	
City	
State	
ZIP Code	
Telephone (cell)	
Telephone (business)	
Employer	
E-Mail (primary)	
E-Mail (secondary)	

**Positions of Interest**

For open position descriptions, please see at the end of this document.

VP Finance (Treasurer), VP Membership, VP Communications (Secretary), Director of Finance, Director of Technology

First Choice	
Second Choice	
Third Choice	

**Biography**

Please provide a brief biography of your education and career. This will be posted to the Board of Director's section of the COC-ATD website.

**Membership Status**

Are you currently a member in good standing with COC-ATD (dues paid)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Are you currently a member in good standing with National ATD (dues paid)? \_\_\_\_\_ Yes \_\_\_\_\_ No

## **Board Commitments**

- Attend at least 50% of monthly chapter programs/special events. Special events include networking events, conferences and monthly programs.
- Attend at least 50% of bi-monthly board meetings.
- Serve on at least 1 committee.
- Network, support and help at monthly programs.
- Commit to a two year term (with the exception of President-Elect who serves a three year term).
- Train successor on all procedures and documentations related to the position.

## **2018 Open Position Descriptions**

### **VP Finance (Treasurer)**

- Monitors income and expenses for Board members' respective functional areas
- Provides Chapter with fiscal responsibility
- Prepares and delivers financial reports to the Board and to members
- Responsible for the financial health of the Chapter including banking and investments
- Monitors Chapter spending by reports and checks and balances
- Arranges financial audit in compliance with CARE
- Arranges for Chapter taxes to be prepared and filed

### **VP Communications (Secretary)**

- Keeps full records of the proceedings of the Board Meetings and other meetings which by reason of Bylaws and legal requirements or in the opinion of the Board, are subject to documentation
- Reports and publishes Board Meeting minutes to the Board for approval and to membership for review on the website
- Distributes Chapter information to the membership
- Updates Bylaws and publishes to the Chapter website
- Periodically reviews website to ensure content is current and hyperlinks are functional

### **VP Membership**

- Updates and maintains membership records and online membership directory
- Provides welcome packets for new members and contacts program visitors
- Forms and leads Membership Committee (if needed)
- Coordinates annual Membership Survey
- Promotes National ATD to members and prospects

### **Director of Technology**

Assists VP of Technology with duties as assigned, including, but not limited to:

- Maintains a current website with up-to-date information
- Ensures the website conforms to ATD's brand (logo) identity guidelines
- Acts as point of contact and liaison with website host and coordinates any contracts or fees
- Supports Board and Chapter functions by providing web pages, publishing interface, surveys, discussions, webinars, online-forms, e-commerce and other features as appropriate

### **Director of Finance**

Assists VP of Finance with duties as assigned, including, but not limited to:

- Monitors income and expenses for Board members' respective functional areas
- Provides Chapter with fiscal responsibility
- Prepares and delivers financial reports to the Board and to members
- Responsible for the financial health of the Chapter including banking and investments
- Monitors Chapter spending by reports and checks and balances
- Arranges financial audit in compliance with CARE
- Arranges for Chapter taxes to be prepared and filed