

Vice-President of Operations

Job Description

General Overview Ensures smooth and consistent chapter operations and sound financial management.

Responsibilities The board position of **Vice-President of Operations** is directly responsible for:

OPERATIONAL

- Provide support for specific operational needs of board departments.
- Responsible for annual ATD National CARE submission. Includes tracking of CARE-related information throughout the year.
- Process Coach at monthly board meetings. Includes providing guidance for meeting facilitation per Roberts Rules of Order.
- Maintains chapter by-laws. Includes annual review and recommendation to the board of modifications, updates, or deletions.
- Assist President with planning logistics for board members to attend ATD's Annual Leadership Conference

FINANCIAL

- Prepare annual chapter budget with input from each Board member. Finalize and present for final approval prior to the new fiscal year.
- Coordinate with Chapter Administrator to prepare and present monthly financial statements at chapter Board meetings.
- Establish and monitor control procedures for the collection and disbursement of funds.
- Manage chapter investments, including Reserve Funds.
- Coordinate audits of Chapter finances in accordance with chapter bylaws.

GENERAL

- Attend and participate in all monthly Board meetings. Participate in monthly chapter meetings and other chapter events, committee meetings, and regional conferences as available.
 - Represent chapter professionally and ethically in all business functions/organizational activities.
 - Recruit and train incoming Vice-President of Operations.
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- Qualifications** The **Vice-President of Operations** will be able to demonstrate the following:
- Knowledge of basic financial / bookkeeping concepts, fiscal responsibility, and accounting practices.
 - Functional knowledge of Roberts Rules of Order.
 - Ability to build, motivate, and lead a team of volunteers.
 - Adept 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.
 - Ability to delegate tasks and monitor follow-through.
 - Recent committee experience in training or related activity, preferably ATD.
 - Directly involved in the Talent Development field.
 - Available to attend chapter board meetings and other functions as required by the position.
 - National member of ATD and a member in good standing of the Central Iowa Chapter.
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Calendar of Common Events

The Vice-President of Operations will be responsible for the following events:

- Monthly
 - Prepare and present monthly budget information to the board.
- Annual
 - Request annual audit on finances and present findings to the Board.
 - Monitor rollover of Reserve Funds in 5-year CD investments.
- January.
 - CARE report is submitted by January 31 (covering the previous year)
- February - June
 - Coordinate with board members attending ICE to plan an opportunity for Iowa ICE attendees to gather together for networking
- August – November
 - Upon election of incoming board, work with President to communicate ALC information to them. Make initial hotel reservations.
 - Upon release of ALC schedule of events, coordinate with those attending to attempt broad coverage of topics being presented.
 - Following ALC, confirm all attendees submit any receipts within 30 days.
- September - October
 - Prepare action plan for the coming year.
 - Work with the different Board committees to obtain the next year's budget projections and prepare annual budget of coming year.
- October - November
 - Attend National ATD Leadership Conference, as approved by the Board allowed by the budget.
- November - December
 - Present annual budget for the following year to the Board for approval. (Draft in November; Final in December)
 - Complete annual CARE paperwork for January submission.