**Board Nomination Packet**

Nominations close **5 PM PT,** **Wednesday, August 31, 2016**. Ballots sent out in September. The new board member announcement posted at the chapter website October/November.

Members are the lifeblood of the organization; without our Board members we would be unable to provide the value to membership that we strive for year over year. Board members are passionate about talent development and interested in applying their leadership skills with an industry recognized non-profit professional organization.

**Board Member Benefits**

* CPLP recertification credits per year (depends on the position held)
* Discounted ATD National Membership
* Discounted chapter membership
* Mentoring and support from experienced Board Members
* Opportunities to network among top talent development professionals
* Opportunity to enhance leadership skills
* Prestige of industry recognition

**Board Member Expectations & Code of Conduct**

* Maintain an active chapter membership throughout term.
* Join the ATD national chapter is a requirement (discounted rate).
* Attend chapter events, where possible (excludes meetings).
* Attend monthly Board of Director meetings.
* Attend Board of Director Planning and budget meetings.
* Study and enforce the bylaws, policies and procedures.
* Create a transition plan: forms, budgets, processes, and recommendations.
* Will not access membership accounts for personal/business use or solicitation.
* Facilitate programs, meetings and events to benefit members.
* Represent the chapter professionally and ethically at organizational activities.

**Terms**

According to our non-profit status bylaws, Board positions are elected officials that volunteer their time pro bono as advocates for our members. Board positions have voting powers when a quorum is called. The President and President-Elect shall serve for a period of one (1) calendar year.

These positions commit to a two year term shall come up for election in odd-numbered years: Director of Chapter Meetings, Director of Membership, and Director of Marketing.

These positions commit to a two year term and shall come up for election in even-numbered years: Treasurer, Director of Learning, Director of Special Interest Groups and Director of Technology.

**Board of Directors Positions**

**President, President Elect and Past President**: An elected officer of the Chapter. Act for the President in the President's absence. Work with the President in preparation for assuming the role the following year. Forms and serves as the chair of committees and facilitates planning in preparation for term as President. Perform other duties as needed. This begins a three-year position on the board – 1st year as President-Elect, 2nd year as President and 3rd year as Past President.

**VP Finance / Treasurer:** An elected officer of the Chapter. Responsible for developing annual budget, monitoring budget, paying all expenses, and managing Chapter checking account. Works closely with President and all Board Members to keep the Chapter on budget and develop ways to increase revenues, and sponsorships. The treasurer reports on the financial condition of the chapter at Board meetings and at other times when called upon by the President. This position commits to a two year term and shall come up for election in even-numbered years.

**Secretary**: An elected officer of the Chapter. Records the meeting minutes for all Board of Director proceedings and ensures the integrity of Board documents. In their absence, a Secretary pro tempore, may be appointed by the President. This position commits to a two year term shall come up for election in odd-numbered years.

**Director of Membership:** An elected officer of the Chapter. Lead the membership committee that is responsible for the development and implementation of the chapter’s membership strategy, including annual goals and programs to retain and recruit members. Additional responsibilities include creating new member orientation (onboarding) program, communicating with universities, national membership list, renewals and managing the Wild Apricot contact database. This position commits to a two year term shall come up for election in odd-numbered years.

**Director of Learning**: An elected officer of the Chapter. Lead the program committee that is responsible for identifying relevant topics and qualified speakers. Topics will align with the competency model and reflect the results of our annual member survey and outreach efforts. This role is responsible for the speaker’s needs as well as analyzing evaluations. Manage the Event Registration Calendar in Wild Apricot and upload the speaker details for events and share in the weekly email blasts. This position commits to a two year term and shall come up for election in even-numbered years.

**Director of Technology**: An elected officer of the Chapter. Responsible for maintaining the chapter’s website on Wild Apricot. Set up the Event Registration Calendar in Wild Apricot for all Tech events and upload the speaker details for each meeting for others’ use in developing PR activities and email blasts. This position also will oversee the website work done by administrators. This position commits to a two year term and shall come up for election in even-numbered years.

**Director of Chapter Meetings:** An elected officer of the Chapter. To provide engaging, topical meetings that add value to the full range of our membership’s experience levels and areas of expertise. Source, vet and coordinate speakers. Upload and market event announcements with online tools.

**Director of Marketing**: An elected officer of the Chapter. This position oversees activities related to communication among the Chapter members at large, and communication with the community and other professional associations. Additionally, this position oversees activities related to the marketing of chapter initiatives. Upload and market event announcements with online tools (including social media).

**Director of Special Interest Groups:** An elected officer of the Chapter. Support and provide guidance to the Special Interest Groups and to the board. The Director will work in partnership to serve as liaisons to the leads by aligning with the goals and values of ASTD-LA. Upload and market event announcements with online tools.

**Board Nomination Application Form**

If interested in nominating yourself or another chapter member, complete the form All nominations must be received before or by the annual deadline posted. Information will be reviewed by the Board of Directors.

Please review the leadership pages of the chapter website to learn more about current Board Members. Complete the Board Member Nomination form: [**http://goo.gl/forms/3zB8Txfe5T**](http://goo.gl/forms/3zB8Txfe5T)