**Board Operations (Catherine Majane)**

Key Objectives in area of responsibility: Assures all board and business operations function effectively, to understand member needs and deliver superior services; assure that ATD Chapter Affiliation Requirements (CARE) are met.

Primary BOD Partnerships: President; President-Elect, VP Membership; VP Technology & Social Media; VP Professional Development; VP Marketing and Communications; VP Finance

Key Strategies and Tactics/Activities to support achievement of Chapter Goal & Objectives:

* Do an annual assessment of Chapter’s ability to meet the CARE requirements and in conjunction with President and President-Elect, complete the annual online CARE submission.
* Receive, review and appropriately disseminate all CARE news, updates, and requirements to chapter leadership.
* Review the progress of goals, strategies, and projects at monthly Board meetings.
* Represent chapter professionally and ethically in all business functions/organizational activities.
* In conjunction with the President, President Elect and VP – Technology, work to maximize the membership software (Wild Apricot) for all document and data management, resulting in a common, accessible location for all BOD members.