2022 Board of Directors
Best Practice Agreement

ATD Houston is a professional society and is also a real business that must be run in a professional manner. Our Board members are the lifeblood of the organization since they must be both passionate about the Training & Development profession and savvy business leaders.

This best practice agreement outlines the benefits ATD Houston Board members receive along with the commitment they are expected to make in return.

Board Member Benefits

- A "seat at the table" in a real business (ATD Houston).
- Free admission to chapter events where Board member participation is essential such as monthly chapter meetings.
- Chapter Leaders' discount on National Membership.
- Opportunities to network with and get to know some of the top learning and performance professionals in the Houston area.
- Accessibility to industry trends, professional growth opportunities, opportunity to build leadership skills and ability to connect to industry leaders.
- Mentoring and support from past and present Board Members.

Board Member Expectations. All board members must:

- Remain a member in good standing of the Houston Chapter of ATD (includes current on dues) throughout the term of office.
- Be an ATD National member throughout their ATD Houston term of office.
- Attend at least eight monthly chapter events annually (excluding Board meetings).
- Attend at least nine Board meetings annually.
- Be familiar with and abide by ATD Houston's By-Laws, policies, and procedures.
- Be responsive to communication from other Board and chapter members. This includes returning phone calls within one business day and replying to emails within two business days. Board members agree to notify the board via email in advance if they will not be able to meet this requirement during a particular period of time (vacation, illness, business travel, etc.).
- Post a report on the previous month's activities to the Board workspace as agreed to by the Board.
- Support other Board members by reading their monthly reports and providing constructive feedback, advice, and other support as requested.
- Recruit and train at least one chapter member to serve as a committee member who will be available to cover Board responsibilities in the event the Board member is unavailable.
- Maintain a Transition Package including checklists, forms, budgets, processes, and recommendations, in digital format and stored on the Board Workspace.

I commit to these Board Member Expectations and agree to support our Board and chapter in achieving the highest possible level of success.

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Signature *Date*