



# Team Members

Description of Roles  
Current Members  
Application Process

# 2023-24 ASDP Team

## Staff/Committee Members

<u>Role</u>	<u>Name</u>
Communications/SM Chair	<b>Shaun Smith</b>
Legislation Chair	<b>OPEN</b>
Website/System Chair	<b>OPEN</b>
<u>Education Committee</u>	
Chair	<b>Pat McHugh</b>
Support Team	Paul Ray Patti Burns Lisa Baumann
Trainers	<ul style="list-style-type: none"> <li>● <b>Amber Hanlon</b></li> <li>● <b>Diane Dempsey</b></li> <li>● <b>Jenifer Scoffield</b></li> <li>● <b>Pat DeSanto</b></li> </ul>

## Board of Directors

<u>Role</u>	<u>Name</u>
President	Hudson Oliveira
Vice President	Tina Ho
Treasurer	Claudia Jara
Secretary	Lisa Leal
Presidential Advisory Board	Amber Hanlon Holly Hutson

# Committee/Staff Application Process

## Express Interest

- Candidate notifies Board of interest in open position(s).
- Email: [vp@asdp.us](mailto:vp@asdp.us)

01

02

## Submit Documentation

- **By Nov 18:** Candidate submits documentation to board:
  - Resume
  - Written statement of why interested in position(s) and ideas to improve future state.

03

## Interview

- Board schedules interview with candidate.

04

## Board Decision

- Board votes on candidate for each position.
- Board notifies candidates of status.
- Process completed bi-annually by December 1.

# ASDP Board Member Descriptions

Board of Directors			
<u>Role</u>	<u>Description</u>	<u>Term</u>	<u>Notes</u>
President	<ul style="list-style-type: none"> <li>Responsible for executing all decisions of the Board of Directors.</li> <li>Preside over all meetings</li> <li>General authority for management of ASDP business.</li> <li>Ex-officio member of all committees.</li> </ul>	<ul style="list-style-type: none"> <li>2 years</li> </ul>	<ul style="list-style-type: none"> <li>Manage and lead the Board and Committee Chairs.</li> <li>Schedule meetings monthly and as needed.</li> <li>Strategic focus on organizational development and expansion.</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>In the absence of the President, the Vice President shall perform the duties of the President.</li> </ul>	<ul style="list-style-type: none"> <li>2 years</li> <li>Moves into President role.</li> </ul>	<ul style="list-style-type: none"> <li>See that all notices are duly given in accordance with the provisions of the bylaws.</li> <li>Be custodian of the corporate records and seal of ASDP.</li> <li>Perform duties as assigned by the President.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>Have custody of all monies and securities of ASDP.</li> <li>Keep books of accounts.</li> <li>Perform other duties as prescribed by the Board of Directors.</li> </ul>	<ul style="list-style-type: none"> <li>2 years</li> </ul>	<ul style="list-style-type: none"> <li>Maintain accurate bank records and have responsibility for stewardship of ASDP assets.</li> <li>File annual report and maintain 501(c)3 status.</li> <li>Manage monetary and hotel contract tasks for trainings &amp; meetings.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>Record all proceedings of meetings.</li> <li>Perform other duties as prescribed by the Board of Directors.</li> </ul>	<ul style="list-style-type: none"> <li>2 years</li> </ul>	<ul style="list-style-type: none"> <li>Record minutes from meetings.</li> <li>Prepare and maintain official documents.</li> <li>Maintain records of bylaws and manuals.</li> <li>Monitor and control calendar.</li> <li>Maintain contact information of ASDP team.</li> </ul>
Presidential Advisory Board	<ul style="list-style-type: none"> <li>Past President(s)</li> </ul>	<ul style="list-style-type: none"> <li>Indefinite</li> </ul>	<ul style="list-style-type: none"> <li>Advises and supports current President as needed.</li> </ul>

# ASDP Committee / Staff Member Descriptions

## Committee Members

<u>Role</u>	<u>Description</u>	<u>Term</u>	<u>Notes</u>
Communications & Social Media Chair	<ul style="list-style-type: none"> <li>• Promote and market ASDP training and news of interest.</li> <li>• Draft and release a newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Release ASDP news via email, LinkedIn and other mediums.</li> <li>• Maintain and monitor social media accounts.</li> <li>• Determine strategy for promotion of ASDP.</li> </ul>
Legislation Chair	<ul style="list-style-type: none"> <li>• Knowledgeable on legislative matters and advises ASDP.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Advise and update training content as needed.</li> <li>• Advise on upcoming legislation and status.</li> </ul>
Website Chair	<ul style="list-style-type: none"> <li>• Manages website and Member365</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain front-end website (www.asdp.us).</li> <li>• Work with Member365 on backend website.</li> </ul>

## Education Committee

Chair (Content)	<ul style="list-style-type: none"> <li>• Leads management of ASDP content and training.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Custodian of training manual, slides and certification exam.</li> </ul>
Vice-chair Support Team Lead	<ul style="list-style-type: none"> <li>• Leads management of ASDP logistics and training.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Manage recertification.</li> <li>• Print and assembly of materials.</li> <li>• Work with Treasurer on training location.</li> </ul>
Support Team	<ul style="list-style-type: none"> <li>• Supports ASDP training.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Support ASDP Education Chairs as needed.</li> </ul>
Trainer	<ul style="list-style-type: none"> <li>• Facilitate in-person and virtual training.</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate in-person and virtual training as needed.</li> </ul>