



Team Members

Current Members
Description of Roles

2023-24 ASDP Team

Staff/Committee Members

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

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	Holly Hutson Amber Hanlon

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

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"> • Promotes and markets ASDP training. • Distributes news/updates. • Draft and release newsletters 	2 years	<ul style="list-style-type: none"> • Releases ASDP news via broadcast emails (from ASDP portal), LinkedIn and other social media. • Maintains and monitors social media accounts. • Supports strategy for promoting ASDP.
Marketing Chair	<ul style="list-style-type: none"> • Develops partnerships with ASDP partners: https://asdp.us/about/partners/ • Defines how to market to prospect and previous members 	2 years	<ul style="list-style-type: none"> • Develops and nurtures partnerships with informal and formal advocacy groups (including but not limited to: ISM, DoD TRIAD, Minority, 8a, HUBZone, Women, and Veteran Business organizations) • Defines and implements strategy to promote ASDP.
Legislation Chair	Shares news/knowledgeable of legislative matters; advises ASDP.	2 years	<ul style="list-style-type: none"> • Advises and updates training content as needed. • Advises on upcoming legislation and status.
Website Chair	Manages website, portal, email accounts	2 years	<ul style="list-style-type: none"> • Manages content of www.asdp.us. • Coordinates member portal matters/issues.

Education Committee

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