

**Chapter Leader Position Description: Director of Communities of Practice (CoP)**

**Position Summary:**

This position reports to the Executive VP of Professional Development. In this role, you will serve as a liaison between the board and the Community of Practice volunteer leaders. The “community” is a self-selected network of individuals who share a passion for learning more deeply about some aspect of their work. They join with others to advance their understanding and “build bridges” so that others understand their perspectives. In a community of practice, participants come together to intentionally learn from and share practices and ideas with each other. At ATD we refer to our Communities of Practice as Special Interest Groups (SIGs), Geographical Interest Groups   
(GIGs), Mentor Interest Group (MIG) and CPTD and/or APTD Study Group(s).

**Time Commitment:**

**Term**: One Year

**Estimated Time Requirements per month:**

* Perform responsibilities of the position and participate in communications about chapter issues: 6 hours
* Attend monthly board meeting: 1.5 hours plus travel time
* Attend monthly chapter meetings and/or Special Interest Group meetings, when possible: 2 hours plus travel time and additional time to cover setup and breakdown as needed
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (strongly recommended)

**Responsibilities:**

* Provide leadership to CoP leaders and knowledge management efforts
* Work with the rest of the team to coordinate activities
* Leverage lessons learned, undertaking regular outreach to community members including through one-on-one interactions to ensure engagement
* Provide support to CoP members, including responding to requests for information, delegating to the appropriate volunteer leader and supporting logistics for CoP-related events
* Support facilitation of CoP meetings, on-line and in-person
* Maintain online platforms to support virtual PCs and provide remote user support as needed
* Set up and manage online events (e. g. webinars, working groups) and info
* Support the implementation of chapter capacity development activities

**Training**

* Create internal processes for SIG and GIG marketing
* Recruit and train Cop Leaders to include incoming Director of CoP
* Update personal knowledge of ATD strategies and operations

**General**

* Support and promote CARE and the strategic goals and action plans of the chapter

**Board Participation**

* Reports program data and outcomes to the VP of Programs on a regular basis
* Participates in monthly board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Qualifications:**

* Member of Greater Richmond ATD Chapter (required)
* Strong work ethic, self-directed, and high degree of diplomacy with proven attention to detail (required)
* Experience and demonstrated ability to work effectively and collaboratively with a wide range of stakeholders (required)
* Member of ATD National (recommended)
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* Paid Professional-Plus Level Membership to ATD National (when appropriate)
* ALC conference and hotel registrations (when appropriate)