

**Chapter Leader Position Description: Director of Member Engagement**

**Position Summary:**

This position reports to the Executive VP of Professional Development. The Director of Member Engagement manages the initial engagement of new (onboarded) and existing chapter members, by identifying and developing volunteer opportunities. This position also works closely with the Director of Onboarding and Retention.

**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:**

* Works with board to identify and coordinate volunteers
* Works with Director of Website with respect to Job Board
* Works with Director of Website to ensure member/volunteer spotlight is updated
* Works with Director of Onboarding and Retention to identify ways to increase engagement and membership

**Training**

* Trains volunteers to support this role
* Trains incoming Director of Onboarding and Retention
* Updates personal knowledge of ATD strategies and operations

**General**

* May be asked to write articles for newsletter
* Support and promote CARE and the strategic goals and action plans of the chapter

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Member of national ATD (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)