

Chapter Leader Position Description: Executive Vice President of Professional Development

Position Summary:

VP of Professional Developmentcreates a strategic plan for providing professional development to chapter members and our overall community of practice. Provides team-facing onboarding, meets monthly with their team of Directors to ensure plan is being executed. The Executive Vice President of Professional Development oversees all member-facing chapter components.

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:

Professional Development

Ensure a relevant program/event is held on a regular basis (minimum of eight per year), at a set time of the month to allow for member scheduling with varied times of day

Solicit program topics from membership and evaluate relevance and interest to members

Administer program events within budget, set by Board and VP of Governance

Attract and secure speakers who address the concerns and interests of the membership

Coordinate all Professional Development-sponsored events

Collect and report on participant feedback of Professional Development, and use feedback to plan future events

Provide meeting details, including speaker’s biography for chapter website and other marketing efforts

Work with Directors of Live/Virtual/Communication to sustain and grow program offerings

Provide high-level Project Management for all components within PD portfolio

Provide oversight to chapter conference (if planned)

Training

Recruit and train incoming Vice President of Professional Development and make recommendations regarding future speakers, topics, etc.

Recruit and train Directors and other volunteers to support program functions

Provide Phase 1 of onboarding directors in their purview

General

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

Board Participation

Reports all program information to the board on a regular basis

Reports on program status of chapter each January at strategic planning meeting and each month at board meetings

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)
* Management experience (required)
* Member of national ATD (recommended)
* Project Management experience (preferred)
* 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)