**Chapter Leader Position Description: VP of Professional Development**

**Term**: Two Years

**Monthly Time Commitment:**  7-10 hours

**Board Member Benefits – Total $700 value**

* Paid ATD national membership at the Professional Plus level
* Paid Greater Richmond ATD membership
* Paid registration to ALC (ATD Chapter Leaders Conference)
* Fantastic resume builder
* In-depth exposure and networking opportunities

**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 the plan is being executed. The Executive Vice President of Professional Development oversees all member-facing chapter components.

**Responsibilities:**

**Professional Development**

* Oversee Director of Programs to coordinate all programs related to professional development and special interest groups (SIGs)
* Ensure regular programming and events (minimum of seven per year) that aligns with membership interest and ATD Competency Model
* Solicit program topics from membership and evaluate relevance and interest to members
* Administer program events within budget, set by Board and VP of Governance
* Provide meeting details, including speaker’s biography for chapter website and other marketing efforts
* 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

**Board Participation**

* Support and promote CARE and the strategic goals and action plans of the chapter
* Reports all program information including member feedback to the board on a regular basis
* Participates in monthly board meetings (min. 80% attendance)
* 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
* Management experience
* Project Management experience
* 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

**Updated: November 2023**