

ASTD ATLANTA CHAPTER JOB DESCRIPTION

TITLE: AWARDS CHAIR

TIME OF SERVICE: One year

REPORTING RELATIONSHIPS: Reports to President

MANAGES: Committee involvement committee

WORKS WITH: Executive Board and Committee Chairs

GENERAL FUNCTION: To recognize and award members who have contributed significantly on the local, regional, and national levels of ASTD at the end-of-the-year meeting and at other meetings as appropriate.

LEADERSHIP RESPONSIBILITIES:

- Establish goals to support Chapter strategies.
- Recruit and orient committee members
- Help committee members understand how the committee impacts the Chapter as a whole by communicating goals and plans of the committee.
- Communicate regularly with committee to hold members accountable for reaching goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitutional Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Identify and develop potential leadership for committee for up[coming year.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

AREA RESPONSIBILITIES:

- Plan annual recognition meeting.
- Coordinate nominating process for awards selection
- Reviews selection of nominees with Executive Board for approval.
- Purchase awards for categories defined by the Executive Board.
- Recommend and coach Executive Board on methods to recognize and reward people individually.
- Review strategies for awards annually and recommend fresh ideas to award individuals.

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QUALIFICATIONS:

- Planning, organization, and administration skills
- Decision making skills
- Financial management skills
- Leadership and management skills
- Dependability
- Ability to recruit and motivate volunteers
- Creative thinking
- Negotiation skills

ESTIMATED TIME COMMITMENT:

- 3 hours for monthly chapter and SIG/GIG meetings
- 10 hours preparation for awards meeting