

# **ASTD ATLANTA CHAPTER JOB DESCRIPTION**

**TITLE:** LEADERSHIP DEVELOPMENT CHAIR

**TIME OF SERVICE:** One year – appointed position

**REPORTING RELATIONSHIPS:** Reports to President-Elect

**MANAGES:** Committee members

**WORKS WITH:** Executive Board and Committee

**GENERAL FUNCTION:**

- Create and implement a succession planning process for the Extended Leadership Team.
- Partner with the Executive Board in establishing successful committees.
- Develop learning experiences and tools for developing leaders within the Chapter.

**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 upcoming 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.

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### **AREA RESPONSIBILITIES:**

- Consults with Vice President to serve as a resource for identifying committee Chairs and developing successful committees.
- Coordinates with the President-Elect to develop and implement leadership experiences for the team

### **QUALIFICATIONS:**

- Planning, organization, and administration skills
- Decision making skills
- Financial management skills
- Leadership and management skills
- Dependability
- Ability to recruit and motivate volunteers
- Consulting skills
- Instructional design skills
- Meeting, leading, and facilitation skills
- Leadership and management development expertise
- Knowledge of ASTD Chapter structure and the succession planning timeline

### **ESTIMATED TIME COMMITMENT:**

- 3 hours for monthly chapter and SIG/GIG meetings
- 10 - 20 hours preparation per month leading to Leadership Academy