

ASTD ATLANTA CHAPTER JOB DESCRIPTION

TITLE: SIG/GIG Liaison/Quality Chair

TIME OF SERVICE: Concurrent term with the VP of SIGs/GIGs

REPORTING RELATIONSHIPS: Reports to VP of SIGs/GIGs

WORKS WITH: VP of SIGs/GIGs, SIGs/GIGs Leadership Team, Chapter Administration

GENERAL FUNCTION: Acts as liaison / quality assurance resource for ASTD Atlanta SIGs/GIGs

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.

AREA RESPONSIBILITIES:

- Act as moderator for the ASTD_ATL_SIG_GIG_Leader Yahoo Group
- Works directly with VP SIGs/GIGs and ASTD Atlanta SIG/GIG leaders
- Develop scorecard with objectives for each SIG/GIG
- Define metrics
- Maintain/Update/Post Scorecards
- Develop Database with all member information (including: membership status in chapter, attendance at events, preference regarding SIG/GIG, schedule availability)
- Maintain SIG/GIG membership list
- Maintain list of volunteer positions available within each SIG/GIG

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- Update ASTD website to reflect volunteer opportunities
- Welcome new members and promote open volunteer positions within each SIG/GIG
- Aid in development of executive board for each SIG/GIG
- Work with ASTD Atlanta chapter contacts to develop member survey questions supporting SIGs/GIGs (i.e: available meeting times, what would like to see in SIG/GIG, opportunity member can offer organization)
- Bi-yearly (or quarterly) meetings with SIG/GIG leaders to update/review scorecard progress and address needs
- Work with appropriate ASTD Atlanta chapter contact to promote ASTD Atlanta SIGs/GIGs by applying for national awards/recognition
- Other, based on need of SIGs/GIGs

QUALIFICATIONS:

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

ESTIMATED TIME COMMITMENT:

10 hours monthly - working with VP of SIGs/GIGs / SIG/GIG leaders