

# ASTD ATLANTA CHAPTER JOB DESCRIPTION

**TITLE:** SIG (Special Interest Group) or GIG (Geographic Interest Group) CHAIR

**TIME OF SERVICE:** One year

**REPORTING RELATIONSHIPS:** Reports to VP SIG/GIGs

**MANAGES:** SIG/GIG leadership team

**WORKS WITH:** VP SIG/GIGs and other members of the Executive Board as appropriate.

**GENERAL FUNCTION:** Manage the activities of the SIG/GIG, including recruiting, programming, marketing, arrangements, and other special activities.

## **LEADERSHIP RESPONSIBILITIES:**

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

## **AREA RESPONSIBILITIES:**

- Establish and run the SIG/GIG according to Chapter guidelines.
- Help recruit members.
- Ensure that quality programming is developed.
- Ensure that the calendar of events on the website is properly updated monthly.
- Procure site and arrangements for meetings.
- Develop and implement a marketing plan for the SIG/GIG.
- Design special projects or events for SIG/GIG as needed.

## **ASTD ATLANTA CHAPTER JOB DESCRIPTION**

### **QUALIFICATIONS:**

- Planning, organization, and administration skills
- Decision making skills
- Financial management skills
- Leadership and management skills
- Dependability
- Ability to recruit and motivate volunteers
- Expertise in the SIG area
- Contacts with resources relevant to SIG area and to the GIG

### **ESTIMATED TIME COMMITMENT:**

- 10 to 15 hours per month
- 3 hours for Chapter meetings