

## **ASTD GREATER ATLANTA CHAPTER OFFICER POSITION**

**TITLE:** VP OF PROFESSIONAL DEVELOPMENT

**TIME OF SERVICE:** One year (elected)

**REPORTING RELATIONSHIPS:** Reports to President

**MANAGES:** Professional Development Chair

**WORKS WITH:** Executive Board, local members, external organizations, continuing education institutions, and national certificate committees

### **GENERAL FUNCTION:**

- Guides and oversees CPLP certification.
- Assesses need for additional professional development opportunities that would benefit chapter membership and oversees its implementation.

### **LEADERSHIP RESPONSIBILITIES:**

- Establish professional development related goals to support Chapter mission, vision, and strategies.
- Manage, on an ongoing basis, any needed professional development support for chapter members who are preparing for CPLP Certification. Includes, but is not limited to such events as a CPLP Study Group program.
- Outside of regular chapter meetings, SIGs and GIG events, identify and supervise the implementation of any additional opportunities that would enhance member value and enhance their professional development.
- Determine necessary committee structure to accomplish annual goals.
- Recruit and orient Committee Chairs.
- Help Chairs to understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate regularly with Chairs to hold accountable for meeting goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Become familiar with the Constitution/Bylaws and policies and procedures.
- Attend Executive Board meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and committees to support decision making and conflict resolution.
- 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:**

- Work with Chairs to plan, oversee, and evaluate certificate, certification programs and training workshops, including:
  - Soliciting and communicating with presenters.
  - Securing meeting places within budget.
  - Acquiring and operating audio/visual equipment.
  - Monitoring expenses and income relative to the training budget.
  - Any other issues the Chairs need assistance with regarding their roles.
- Engage needed committee volunteers to effectively implement any identified Professional Development initiatives.
- Stay informed about latest Workplace Learning and Performance trends as well as current experts in the field in order to recommend most applicable certificate programs and workshops for professional development.

### **QUALIFICATIONS:**

- General knowledge of ASTD.
- Previously held Committee Chair position, extremely helpful.
- Management and leadership experience.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.
- Public speaking skills for announcements.

### **ESTIMATED TIME REQUIREMENT:**

- 4 hours annually for planning.
- 3 hours monthly for Executive Board meetings.
- 3 hours monthly for chapter and SIG/GIG meetings.
- 10 additional hours per month to perform specific duties of this area and to lead volunteers.