

ASTD GREATER ATLANTA CHAPTER OFFICER POSITION

TITLE: VP OF SIGs/GIGs
(Special Interest Groups/
Geographic Interest Groups)

TIME OF SERVICE: One year (elected)

REPORTING RELATIONSHIPS: Reports to President

MANAGES: SIG and GIG Chairs

WORKS WITH: Executive Board and Chapter Administration

GENERAL FUNCTION: Manages the networks of SIGs/GIGs

LEADERSHIP RESPONSIBILITIES:

- Establish goals to support chapter mission, vision, and strategies.
- Determine necessary SIG\GIG group structure to accomplish annual goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Recruit and orient SIG\GIG Chairpersons.
- Recruit SIG\GIG group leaders.
- Manage SIG\GIG chairpersons by communicating goals, plans and feedback to hold them accountable for meeting goals.
- Attend Executive Board meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and SIG\GIG groups to support decision making and conflict resolution.
- Be familiar with the Constitution/Bylaws and policies and procedures.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.

AREA RESPONSIBILITIES:

- Work with existing SIG/GIG chairs to develop a marketing and recruiting strategy, ensure quality programming, and assist with logistical issues.
- Track time and resources used to meet goals to be used for future planning.
- Bring ideas for new SIGs/GIGs before the Executive Board for approval.
- Establish new SIGs/GIGs as interest is generated.
- Coordinate SIGs/GIGs night as a monthly or quarterly meeting.

QUALIFICATIONS:

- General knowledge of ASTD (national and local).
- Previously held SIG\GIG chair position, extremely helpful.
- Knowledge of community leader contacts helpful.
- Management and leadership experience.
- Planning, leading, organization and control skills.
- Administrative and communication skills.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.

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ESTIMATED TIME COMMITMENT:

- 16 hours annually for planning and development
- 3 hours monthly for Executive Board meetings.
- 10 hours monthly for chapter and SIG/GIG meetings.
- 16 hours monthly to perform specific responsibilities.