



Special Interest Groups

Position Summary:

A SIG Leader is someone who is willing to commit three to five hours per month to facilitating a Special Interest Group providing successful networking opportunities for fellow ATD Central Iowa members who share a common interest.

Time Commitment:

Term: One Year renewable on an annual basis

Estimated Time Requirements (3-5 hours) per month:

- Perform responsibilities of the position and participate in communications about chapter issues with the SIG
- Attend SIG meetings

Responsibilities:

- Serves as a liaison between SIG members and the chapter
- Plans programming for the SIG
- Host the SIG meetings. Facilitate discussions where necessary.
- Recommend any changes to program offering to the VP of Community Relations
- Setting the goals and objectives for the group
- Coordinating an agenda
- Negotiating a meeting place
- Sending out meeting notices
- Engaging SIG group members

Training

- Train volunteers to assist with SIG related events
- Train incoming SIG leaders

Board Participation

- Reports efforts to the VP of Community Relations on a regular basis

Benefits

- All SIG leaders will have a director title. For example, the Tech SIG Leader will be called the **Director of the Technology SIG**
- Name, photo, and bio listed on SIG webpage
- Paid attendance to ATD Central Iowa Professional Development Day
- Paid membership for Central Iowa ATD