

VP of Community Relations

Job Description

General Overview

To provide opportunities for members to connect with each other and with the community through networking opportunities, service work, and sharing their work with expanded audiences.

Responsibilities

Special Interest Groups

- Support established SIGs as needed
- Identify opportunities to expand member-to-member opportunities
- Recruit and support SIG leaders
- Promote SIGs

ATD University

- Secure speakers and locations to provide training to area nonprofit agencies
- Provide drinks and snacks for in person events, when requested
- Recruit and support ATDU committee members
- Promote ATDU events

Volunteer Opportunities

- Identify and support opportunities to connect members with volunteer opportunities
- Promote volunteer opportunities

Board Member Responsibilities

- Attend monthly Board meetings and chapter events
 - Meet periodically with committee members to identify support opportunities
 - Recruit and develop potential Board successors
 - Prepare annual department goals, action plans and budget
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Qualifications

- Committed to serving ATD members and elevating the profession
 - Builds strong relationships
 - Is organized, can manage projects and lead others
 - Challenges the status quo
 - Works to be better
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Calendar of Common Events

- Minimum term: 1-3 years
- Monthly
 - Hold Committee meetings and attend monthly Board meetings
- Ongoing
 - Review progress on action plans.
 - Recruit new committee members / succession planning
 - Communicate on an as-needed basis with other committees
- October-November
 - Attend the ATD Leaders Conference, if appropriate
 - Prepare annual department goals, action plans and budget
 - Attend Board Retreat

Estimated Time Commitment: 10-15 hours a month