

VP Education

Job Description

General Overview

To provide professional development opportunities to the chapter's membership through a variety of Education events.

Responsibilities

The board position of VP of Education is directly responsible for:

- Planning and holding Education events throughout the year.
- Performing the following duties for in-person events:
 - Secure speaker & date
 - Secure location
 - Create contracts for speakers
 - Order/purchase any food items needed
 - Recruit committee members and delegate tasks appropriately
 - Be available the day of the event
 - Discuss Power Membership at the start of each event
 - Thank sponsors at the start of each event
- Oversee Committee:
 - Hold monthly committee meetings
 - together with chairperson prepare budget and action plan
 - attended meetings of committee
 - insure that committee is performing within chapter guidelines
- Promote the various Education events.
- Collect RFPs for the following year & communicate decisions to interested speakers
- Attend and participate in monthly board meetings and chapter events.
- Recruit and train incoming VP of Education
- Represent chapter professionally and ethically in all business functions and organizational activities.

Qualifications

The VP of Education will be able to demonstrate the following:

- Ability to plan, organize, and evaluate chapter activities

- Ability to build, motivate, and lead a team of volunteers
 - Ability to lead a committee, delegate tasks, and monitor follow-through
 - Experience in Budget design and accountability
 - Skills in verbal communication, personal interaction and problem solving
 - Experience in recent training committee, preferably ATD
 - Involved in the Talent Development field
 - Time available to attend Board meetings and other functions as required by position
 - National ATD member and a Central Iowa ATD Chapter member in good standing
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Calendar of
Common Events

The VP of Education is responsible for the following events:

- Serve a minimum of one year term – maximum three years
- Attend monthly board meetings and chapter events
- Prepare annual Education Budget
- Prepare annual Education Operational Plan
- Hold a variety of Education events (in person, paid/free, virtual, etc.) throughout the year

Time Commitment: 10-15 hours a month