

**ATD GREATER ATLANTA CHAPTER  
POSITION DESCRIPTION**

<b>TITLE:</b>	Director, Chapter Programs
<b>TIME OF SERVICE:</b>	One year (appointed)
<b>REPORTING RELATIONSHIPS:</b>	Reports to VP, Programming
<b>LEADERSHIP:</b>	Leads the Chapter Programs Team
<b>WORKS WITH:</b>	VP, Programming and collaborates with other Executive Board and Board of Director members as appropriate.
<b>GENERAL FUNCTION:</b>	Designs and delivers Chapter Programs.

**LEADERSHIP RESPONSIBILITIES:**

- Establish area goals to support Chapter mission, vision, and strategies.
- Determine necessary Chapter Programs Team structure to accomplish annual goals.
- Recruit and orient Chapter Programs Team members.
- Help Chapter Programs Team members understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate with VP, Programming to solicit input and to inform VP, Programming of plans and activities.
- Communicate regularly with Chapter Programs Team members in holding them accountable for their respective goals.
- Create and submit area budget by the indicated deadlines and adhere to budget throughout term.
- Become familiar with the Constitution/Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Maintain confidentiality of ATD business matters.
- Be a positive representative of ATD

**AREA RESPONSIBILITIES:**

- Work with Chapter Programs members to plan, oversee, and evaluate Chapter meetings and ACE, including:
  - Soliciting and communicating with presenters.
  - Securing meeting places within budget.

## **ATD GREATER ATLANTA CHAPTER POSITION DESCRIPTION**

- Acquiring and operating audio/visual equipment.
- Monitoring expenses and income relative to the Chapter Programs budget.
- Any other issues with which the team need assistance regarding their roles.
- Work with VP, Programming to secure program meeting place within budget.
- Stay informed of current industry trends and experts to evaluate and recommend presenters for chapter programs.

### **QUALIFICATIONS:**

- General knowledge of ATD.
- Management and leadership experience.
- Member of Local (required) and National ATD (preferred).
- Ability to recruit and motivate volunteers.
- Public speaking skills for announcements.
- Negotiating skills.
- Previously held volunteer position within programming is extremely helpful.

### **ESTIMATED TIME REQUIREMENT:**

- 3 hours quarterly for Chapter Programs Team meetings.
- 3 hours for monthly program meeting/coordination.
- 1 hours per week to perform specific duties of this area and to lead volunteers.
- 20 hours per month to manage event logistics, meetings and conference (total team time).