

**ATD GREATER ATLANTA CHAPTER  
POSITION DESCRIPTION**

<b>TITLE:</b>	Director, SIGs/GIGs
<b>TIME OF SERVICE:</b>	One year (appointed)
<b>REPORTING RELATIONSHIPS:</b>	Reports to VP, Programming
<b>LEADERSHIP:</b>	Leads the SIG/GIG Leadership Team (composed of all SIG and GIG Leaders and other support positions, e.g., SIG/GIG Liaison Chair, the Director deems appropriate to create).
<b>WORKS WITH:</b>	VP, Programming and collaborates with SIG and GIG leaders and their teams.
<b>GENERAL FUNCTION:</b>	Supports individual SIG and GIG leadership teams and coordinates programming efforts across SIGs and GIGs.

**LEADERSHIP RESPONSIBILITIES:**

- Establish area goals to support Chapter mission, vision, and strategies.
- Determine necessary SIG/GIG Leadership Team structure to accomplish annual goals.
- Recruit and orient SIG/GIG Leadership Team members.
- Collaborates with individual SIG and GIG leaders in developing individual SIG and GIG goals.
- Help SIG/GIG Leadership Team members understand how their role impacts the Chapter as a whole by communicating Chapter goals and plans.
- Communicate with VP, Programming to solicit input and to inform VP, Programming of plans and activities.
- Communicate regularly with SIG/GIG Leadership Team members in holding them accountable for meeting their respective goals.
- Create and submit area budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitution/Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Support SIG and GIG leaders in their decision making and conflict resolution.

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- Maintain confidentiality of ATD business matters.
- Be a positive representative of ATD

### **AREA RESPONSIBILITIES:**

- Work with SIG and GIG leaders to plan, oversee, and evaluate SIG and GIG meetings, including:
  - Soliciting and communicating with presenters.
  - Securing meeting places within budget. Acquiring and operating audio/visual equipment.
  - Monitoring expenses and income relative to the SIG/GIG area budget.
  - Any other issues with which the SIG and GIG leaders needs 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 SIG and GIG 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 SIG/GIG Leadership Team meetings.
- 3 hours for monthly program meeting/coordination.
- 5 hours per week to perform specific duties of this area and to lead volunteers.