

**As of 6/1/2021**

**Position Title: Director at Large**

**POSITION SUMMARY**

The Director at Large primarily serves as a liaison between the membership and the Board of Directors. In addition, as new unassigned board tasks arise, the Board of Directors President can assign duties to the Director at Large. This might include creating board communications, overseeing a focus group or collaborations with other organizations. The Director at Large may also sit or chair certain committees to ensure the board's directives and committee's desires align. For example, a Director at Large can sit on the bylaws committee to address the needs for the members and the board.

**TIME COMMITMENT**

**TERM: 2 Years ESTIMATED TIME REQUIREMENTS PER MONTH**

- Attending board meetings: 1.5 hours
- Attending monthly chapter meetings: 3 hours
- Communicating with the ATD-RTA members, ATD national administrative office, and other board members about questions and/or issues: 2-4 hours

Yearly:

- Attend 2 Board Retreats each year; January and July: 1 day and ½ day, respectively.
- Optional attendance at the [ATD National Chapter Leaders Conference](#) : 2 days

**VALUE/BENEFITS**

**PERSONAL AND PROFESSIONAL**

- Networking with other Talent Development professionals locally and internationally
- Discounted [ATD National Professional Plus Membership](#)
- Continuous learning
- Qualification points for ATD certifications
- Leadership role in a professional organization
- Volunteering
- Invitation, Free Registration, and stipend for hotel & travel to [ATD National Chapter Leaders Conference](#)

- Preferred seating at the [ATD International Conference](#) & Invitation to “Chapter Leadership Day” held during the International Conference.

## **GENERAL RESPONSIBILITIES**

### **OPERATIONS**

- Support board and chapter functions.
- Research, develop and facilitate needs of the board.

### **TRAINING**

- Recruits and trains incoming Director at Large
- Serves as a mentor to incoming board members as sometimes new members do not have experience in the work of a board or the specific functions of the ATD-RTA board.

### **BOARD ROLE**

- Represent the membership at large in board meetings to provide the board input on directions and stand of issues impacting the membership.
- Ensure information from the board meeting is provided back to membership in a timely fashion to ensure open communication and allow membership to contribute to the decision-making process before the board votes and finalizes things.
- Chair a committee if needed.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.
- Attends and participates in monthly board meetings, chapter meetings, ATD International Chapter Leader Webinars; if available, attends ATD International Conference and ATD Chapter Leaders Conference (ALC).
- Participates in other chapter events, committee meetings, and workshops as available.
- Represents chapter professionally and ethically in all business functions/organizational activities.

## **QUALIFICATIONS**

- Strong verbal communication, leadership, diplomacy, personal interaction, problem-solving, and meeting management.
- Ability to seek others out as volunteers.
- Ability to plan, organize and execute activities as required by the position.
- Ability to complete projects within established timeframes.
- Solid information technology expertise.
- Time available to fully participate in chapter and board meetings.
- Member of ATD International and ATD-RTA member in good standing.

## **ATD RESOURCES**

[ATD RTA Board Google Site](#)

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)