

As of 11/17/2020

Position Title: Director of Chapter Volunteers

POSITION SUMMARY

The Director of Chapter Volunteers oversees the chapter's volunteer recruiting efforts, manages the matching of volunteers to volunteer opportunities, and collaborates with the President-Elect, who Chairs the Elections Committee, to manage the chapter's succession planning efforts to ensure that all volunteer needs are met.

TIME COMMITMENT

TERM: 2 Years

ESTIMATED TIME REQUIREMENTS PER MONTH

- Attending monthly board meetings: 1.5 hours
- Gathering volunteer needs and responsibilities from other board members: 1-2 hours
- Communicating with VP Communications & VP Social Media, committee members and chapter members about volunteer requests or questions: 30 minutes – 1 hour
- Managing volunteers; identifying, selecting, "onboarding" and getting feedback: 2-3 hours
- Attending monthly chapter programs: 1 hour

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
- 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

RESPONSIBILITIES

Chapter Support

- Develop annual volunteer goals
- Research other professional organizations for ideas on how they approach managing volunteers
- Maintain list of volunteers who have expressed an interest in volunteering but have not yet been contacted or matched with a volunteer need
- Maintain a list of both unmet and met Board member volunteer needs
- Create an “intake checklist” (i.e. a list of skills & interests, available time, etc.) for volunteers to complete
- Create a spreadsheet/database of volunteer and volunteer needs demographic data (e.g., name, contact details, volunteer interests, volunteer need & requirements, etc.)
- Develop end-to-end process from attracting volunteers through volunteers being matched with volunteer needs
- Establish system for tracking volunteer involvement
- Create or maintain a chapter leader succession plan and ensure the chapter is following the plan

BOARD ROLE

- Collaborate with VP Program Logistics and SIG Leadership or other board positions on volunteer needs.
- Provide a report on volunteer activities at monthly Board meeting. Keep report in the PROGRAMS section of the [ATD RTA Board Google Site](#)
- Maintain and update records relevant to position for benefit of successor
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in all monthly board meetings and monthly chapter programs
- Participate in other chapter events, committee meetings, and regional conferences, as available

TRAINING

- Before end of Board term, recommend at least two potential candidates for the position
- Train/mentor successor in duties for this position during transition period prior to successor’s term of office

QUALIFICATIONS

- Member of ATD National and ATD-RTA chapter
- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Strong analytical and networking skills
- Ability to fully participate in chapter programs and board meetings
- Has a willingness to advocate the chapter
- Ability to seek others out as volunteers

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](#)

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