

As of 7/22/2019

Position Title: VP of Programming: Logistics

POSITION SUMMARY

The VP of Programming: Logistics manages the “where and how” of ATD-RTA’s monthly meetings and workshops in collaboration with the VP of Programming: Speaker/Event Coordination. Additionally, this role manages program event volunteers.

TIME COMMITMENT

TERM: 1 Year (Revised Bylaws dated July 2019 = 2 Years)

ESTIMATED TIME REQUIREMENTS PER MONTH

- Attending board meetings: 2 hours
- Managing logistic-related items in planning for monthly chapter meetings and workshops: 2-4 hours
- Managing program volunteers: 1 – 2 hours
- Attending and managing logistics associated with monthly chapter meetings and workshops (workshop attendance optional): 3 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
- 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

LOGISTICS

- Manage, perform and update the logistics specific items associated with monthly meetings and workshops of the “Programs Dashboard” located in the PROGRAMS section of the [ATD RTA Board Google Site](#)
- Book venues and update the “Programs Dashboard” located in the PROGRAMS section of the [ATD RTA Board Google Site](#)
- Acquire, store and provide event handouts, prizes, speaker gifts, certificates, etc.
- Confirm catering for all monthly meetings and workshops in collaboration with the Chapter Administrator and the venue hosts
- Communicate with venue hosts any logistics and/or speaker A/V support needs
- Manage welcome and registration area for all monthly meetings and workshops
- Clean up after all monthly meetings and workshops
- Coordinate rotation of event volunteers to help with registration, greeting, speaker setup, etc.

TRAINING

- Recruits and trains incoming VP of Program Logistics
- Recruits and trains volunteers to support the responsibilities of the role

BOARD ROLE

- Provide a report on logistics and volunteers at each board meeting
- 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
- 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).

QUALIFICATIONS

- Member of ATD National and ATD-RTA chapter
- Strong 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

- Skilled in written and verbal communication, personal interaction, and problem-solving
- 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](#)

