

Chapter Leader Position Description: Director of Networking Socials

Position Summary:

The Director of Networking Socials oversees activities related to social events for the Chapter members at large. This role is a non-voting role on the Austin ATD Board. Manage all events with the focus on adding value to the membership and recruiting new members.

The mission of the Director of Networking Socials is to develop and coordinate social and networking programs to promote the chapter while supporting the goals of the Central Texas learning and development community.

Time Commitment:

Term: One year

(Unlimited renewal with board approval)

Estimated Time Requirements per month: 6-10

- Planning for quarterly member events (2 hours)
- Participate on End of Year awards banquet committee (2 hours)
- Coordinate with venue contact (event manager) to manage event logistics (2 hours)
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Responsibilities:

Critical Success Factors

- Promotes ATD central Texas activities to HR and training professionals in a wide range of industries
- Attends all planned events including chapter socials and End of the Year banquet
- Attend mid-year and end of year retreats

Event Planning & Logistics

- Develop and implement a strategy to enhance member networking and engagement
- Communicate with vendors to research and agree to logistics (cost, dates, menu)
- Plan and implement two –four member socials per year
- Participate in ELW committee
- Participate in EOY awards banquet committee and attend event
- Coordinate event activities with all board VP
- Report on event & logistics related topics to Board
- Attend and participate in annual leadership conference (optional)

CARE

- Ensures a communication piece is sent to members at least once each quarter.
- Ensures that the chapter adheres to ATD identity guidelines.

Board Participation

- The Director of Events supports the VP of Programs and interacts within the Board as a member of the team. however is a non-voting member
- Represents the chapter professionally and ethically in all business functions/organizational activities
- Attends and participates in ATD nationally and locally
- Recruit and train incoming director
- Serves as a subject-matter expert advising the chapter board on event planning and logistics
- Supports and promotes CARE, and the strategic goals and action plans of the chapter

Qualifications and Desirable Traits:

- Commitment to the chapter's Mission, Vision, Strategy, and Goals
- 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
- Has a willingness to advocate for the chapter
- Has a high degree of familiarity with the internet, social networking tools, and online protocol
- Ability to solve community disputes and enforce rules
- Comfortable with blogging and utilizing social networking technology (advance coding skills not required)
- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to seek others out as volunteers
- National member of ATD and a member in good standing with the local chapter

Contact:

Position Email: events@tdaustin.org

Revised By: Leah Carrubba

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