

Vice President of Community Relations ATD Upstate SC Job Description

Job Specification - Actively promote the continued chapter success through the recruitment of Talent Development vendor listings and Sponsors for Chapter Programs and Special Events. Actively grow the membership of the chapter by recommending the chapter and its programs, special events, and member support services. Serve as an advisor to the Chapter Board members and participate in Chapter Board Committees as needed when time and interest allow. Work closely with the Chapter President, the Vice President of Programs, the Vice President of Special Events, the Vice President of Membership, the Vice President of Technology, and the Treasurer through the sharing of ideas and contacts. Attend Upstate SC business community functions as a representative of the Chapter with one objective being to raise community awareness of the Chapter, its re-branding, and its position to serve the Upstate SC workforce talent development. Work to build a committee of Community Relations participants, similar in concept to an unofficial Chapter sales force. Actively recruit and train the next VP of Community Relations.

Responsibilities:

- Serve a term of 1 calendar year & may serve up to 4 additional terms of one calendar year each.
 - Attend Board meetings during the calendar year with the goal being to attend 4 per year.
 - Attend Chapter Programs and Special Events with the goal being to attend 4 per year.
 - When attendance for Board and Chapter meetings is not possible, to stay in communication with the Board members through group email, phone calls, or in-person visits.
 - Serve on other Chapter committees as time and interest allows.
 - Recruit and develop the talents of Community Relations committee members.
 - Identify and facilitate the transition for the next Vice President of Community Relations.
 - Promote continued career talent development for Chapter members through Community Relations' vendor listings and sponsorships.
 - Promote continued talent development for Upstate SC businesses by promoting Chapter programs and special events.
 - Work closely with the VP of Professional Development to bring a regional Talent Development conference to the Upstate SC area.
 - Stay in contact with the Upstate business community to continue marketing the Chapter's services by attending other organizations functions.
 - Through contacts with the Upstate business community, identify and help recruit talent development vendors and sponsors.
 - Communicate closely with the President, the VP of Technology and Communications, the VP of Programs, the VP of Professional Development, the VP of Community Relations, the VP of Membership, and the Treasurer.
 - Work closely with the VP of Membership to identify how to improve support to members.
 - Actively market the support services that the Chapter provides to members.
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Resources:

1. Limited administrator access to the chapter's Wild Apricot association management system.
2. Assigned Rackspace email address: community@upstatesc.ASTD.org
3. ASTD Chapter Leader Community
<http://old.ASTD.org/membership/ChapterLeadership>
4. ASTD Leader Connection Newsletter:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
5. ASTD Toolkits:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

Board Member Expectations and Code of Conduct:

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2nd Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD's by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair and open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs and events for the benefit of Upstate SC ATD members that provide meaningful experiences that are used as learning opportunities and not a venue to push products or services.
- Represent the chapter both professionally and ethically in all business functions and organizational activities.

Revised July 2014