

Vice President of Professional Development ATD Upstate SC Job Description

Job Specification - Actively promote the continued career growth and professional progress of chapter members through the administration of the jobs listing service provided by the chapter, by participating in relevant events offered by other organizations (such as the Chamber of Commerce, Greenville Society for Human Resource Development, the Upstate Alliance, and others), by suggesting (& helping to complete) programs for the chapter to offer, by serving as a mentor to Chapter members with interests in Professional Development, and by attempting to recruit and train a successor to this position. Additionally, the Vice President of Professional Development will become familiar with what the national organization ATD offers in terms of support for Professional Development. Additional responsibilities include staying current with and sharing information about certification programs that may be of interest to chapter members. If time and resources allow, the VP of Professional Development will research, propose, and assist in the implementation of other certification programs where specific chapter meetings and workshops could qualify to offer CPE or other professional credits as required in other fields. The VP of Professional Development will work closely with the President, the VP of Programs, the VP of Professional Development, the Treasurer, and the VP of Membership.

Responsibilities:

- Serve a term of one calendar year. Serve a second term of one year if able.
- Attend Board meetings during the calendar year.
- Attend Chapter Programs and Special Events.
- Serve on other Chapter committees as time and interest allows.
- Recruit Professional Development committee members as needed.
- Identify and facilitate the transition for the next Vice President of Professional Development
- Promote continued professional development for Chapter members:
- Maintain the Jobs Listings for the Chapter's website.
- Stay in contact with the Upstate business community to make sure they know to send the Chapter their job listings.
- Take the lead in collaborating with other Southeastern TD Chapters to offer a Talent Development conference
- Work with the Chapter President to facilitate completion of a Talent Development conference
- Work with the Chapter Vice Presidents of 1) Programs, 2) Special Events, 3) Membership, & 4) Technology to continue the professional development of chapter members
- Continue conversations with national ATD about the need to offer Professional Education (CPE) Credits for Chapter Programs, Workshops, and Special Events
- Research CPE or other types of professional credit requirements.
- Determine if chapter meetings can qualify to offer these types of credits.
- Develop a plan, propose to Board for approval, and implement plan.

Resources:

1. Limited administrator access to the chapter's Wild Apricot association management system.
2. Assigned Rackspace email address: prodevelopment@upstatesc.ATD.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.

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