

**ATD GREATER ATLANTA CHAPTER
POSITION DESCRIPTION**

TITLE:	Director, Professional Development
TIME OF SERVICE:	One year (appointed)
REPORTING RELATIONSHIPS:	Reports to VP, Programming
LEADERSHIP:	Leads the Professional Development Team
WORKS WITH:	VP, Programming and collaborates with other Executive Board and Board of Director members as appropriate.
GENERAL FUNCTION:	Designs and delivers Professional Development workshops to include the CPLP Study Group.

LEADERSHIP RESPONSIBILITIES:

- Establish area goals to support Chapter mission, vision, and strategies.
- Determine necessary Professional Development Team structure to accomplish annual goals.
- Recruit and orient Professional Development Team members.
- Help Professional Development Team members understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate with VP, Programming to solicit input and to inform VP, Programming of plans and activities.
- Communicate regularly with Professional Development Team members in holding them accountable for their respective goals.
- Create and submit area budget by the indicated deadlines and adhere to budget throughout term.
- Become familiar with the Constitution/Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Maintain confidentiality of ATD business matters.
- Be a positive representative of ATD

AREA RESPONSIBILITIES:

- Work with Professional Development Team members to plan, deliver, and evaluate Professional Development workshops including:
 - Soliciting and communicating with presenters.

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- Securing meeting places within budget.
- Acquiring and operating audio/visual equipment.
- Monitoring expenses and income relative to the Professional Development budget.
- Any other issues with which the Professional Development Team need assistance regarding their roles.
- Work with VP, Programming (and other team leaders as appropriate) to secure program meeting space.
- Stay informed of current industry trends and experts to evaluate and recommend presenters for Professional Development workshops.

QUALIFICATIONS:

- General knowledge of ATD.
- Management and leadership experience.
- Member of Local (required) and National ATD (preferred).
- Ability to recruit and motivate volunteers.
- Public speaking skills for announcements.
- Negotiating skills.
- Previously held volunteer position within programming is extremely helpful.

ESTIMATED TIME REQUIREMENT:

- 3 hours quarterly for Professional Development Team meetings.
- 3 hours for monthly program meeting/coordination.
- 1 hours per week to perform specific duties of this area and to lead volunteers.
- 20 hours per month to manage event logistics, meetings and conference (total team time).