

## **ATD GREATER ATLANTA CHAPTER POSITION DESCRIPTION**

<b>TITLE:</b>	SIG/GIG Liaison Chair
<b>TIME OF SERVICE:</b>	Concurrent term with the Director, SIGs/GIGs
<b>REPORTING RELATIONSHIPS:</b>	Reports to Director, SIGs/GIGs
<b>WORKS WITH:</b>	Director, SIGs/GIGs, SIG and GIG leadership teams
<b>GENERAL FUNCTION:</b>	Acts as the liaison for the Director to the SIGs and GIGs and as a quality assurance resource for the SIGs and GIGs

### **LEADERSHIP RESPONSIBILITIES:**

- Works with Director, SIG/GIGs to establish area goals aligned with Chapter vision, mission, and strategies.
- Be familiar with the Constitutional Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Identify and develop potential leadership members for SIG and GIG leadership teams.
- Maintain confidentiality of ATD business matters.
- Be a positive representative of ATD.
- Track time and resources used to meet goals to be used for future planning.

### **AREA RESPONSIBILITIES:**

- Act as moderator for the ATD Discussion Board.
- Works directly with Director, SIG/GIGs and SIG and GIG leaders.
- Collaborates with SIG and GIG leaders to develop scorecard metrics for each SIG and GIG.
- Maintain/Update/Post SIG and GIG scorecards.
- Develop Database with all member information (including: membership status in chapter, attendance at events, preference regarding SIG/GIG, schedule availability).
- Maintain SIG and GIG leadership team membership list.
- Maintain list of volunteer positions available within each SIG and GIG.
- Coordinate with Director, Volunteers to update volunteer opportunities in Volunteer Spot and chapter website.
- At chapter events, welcome new members and promote open volunteer positions within each SIG and GIG.

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- Aid in development of SIG and GIG leadership teams.
- Work with VP, Member Services to develop member survey questions supporting SIGs and GIGs (e.g., best available meeting times, what would you like to see in SIG and GIG operations or at SIG and GIG meetings, etc.).
- Bi-yearly (or quarterly) meetings with SIG and GIG leaders to update/review scorecard progress and address needs as necessary.
- Work with Director, SIGs/GIGs to promote chapter SIGs and GIGs by applying for national awards/recognition.
- Other area responsibilities as outlined by the Director, SIGs/GIGs.

### **QUALIFICATIONS:**

- Planning, organization, and administration skills.
- Decision making skills.
- Financial management skills.
- Leadership and management skills.
- Dependability.
- Ability to recruit and motivate volunteers.

### **ESTIMATED TIME COMMITMENT:**

10 hours monthly - working with Director, SIGs/GIGs and SIG and GIG leaders and their teams.