

**ASTD GREATER ATLANTA CHAPTER
OFFICER POSITION**

TITLE: Director of Community Relations

TIME OF SERVICE: One year (appointed)

REPORTING RELATIONSHIPS: Reports to President

MANAGES: Community Involvement Chair, other Committee Chairs as necessary

WORKS WITH: Community leaders, directors of non-profit organizations and their identified staff members to implement proposed community involvement initiatives

GENERAL FUNCTION:

- Acts as a consultant to solicit and implement community involvement projects that strategically align with ASTD chapter competencies.
- Utilize necessary publicity channels to engage needed ASTD volunteers as well as needed public awareness for community involvement project.

LEADERSHIP RESPONSIBILITIES:

- Establish community involvement goals to support Chapter mission, vision, and strategies.
- Determine necessary committee structure to accomplish annual goals.
- Recruit and orient Committee Chairs.
- Help Chairs to understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate regularly with Chairs to hold accountable for meeting goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitutional Bylaws and policies and procedures.
- Attend Executive Board meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and committees to support decision-making and conflict resolution.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

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AREA RESPONSIBILITIES:

- Set policy about types of acceptable projects.
- Evaluate project viability based on established criteria
- Solicit, implement, and publicize community involvement projects, typically with other non-profits.
- Recruit qualified ASTD members to implement the identified community involvement initiatives.
- Seek to publicize successful projects in order to increase awareness of ASTD Atlanta in the community.

QUALIFICATIONS:

- General knowledge of ASTD.
- Previously held Committee Chair position, extremely helpful.
- Knowledge of community leader contacts helpful.
- Management and leadership experience.
- Planning, organization, and administration skills.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.
- Consulting skills.
- Ability to develop win-win solutions.
- Ability to network with high visibility individuals in the community.
- Excellent communication skills.

ESTIMATED TIME COMMITMENT:

- 4 hours annually for planning.
- 3 hours monthly for Executive Board meetings.
- 15 additional hours per month to perform specific duties of this area, lead volunteers and attend community involvement events.