

ATD-PHL Board Member Job Descriptions

The Vice-President of Special Interest Groups (SIGs):

- Oversee the planning, execution (including communication) and follow-up of educational programming for SIG/GIG events
- Supports and promotes SIG/GIG events by attending events and communication
- Assist SIG/GIG leaders with vetting topics and ensuring alignment to the COPs
- Assist SIG/GIG leaders with scheduling a speaker or speakers for events when necessary as it is a responsibility of the SIG leader
- Work with the chapter event management partner to secure event sites
- Partner with the VP of Programs to ensure the SIG/GIG topics are aligned with the chapter events to connect Talent Development strategies to practical application
- Attend at least two meetings in each SIG/GIG category annually
- Hold a minimum of 4 meetings a year with all SIG/GIG leaders (one being the Thank you Dinner)
- Ensure each SIG leader has a successor 6 months prior to their leave and assist with a succession plan
- Create and/or maintain the SIG/GIG Guidelines
- Holds him/herself and other Board members accountable for overseeing their respective areas
- Attend monthly Board meetings and Strategic Planning sessions to present SIG/GIG ideas and assist in other important chapter initiatives
- Attend ALC (National ATD Leaders Conference) annually to network with other chapters and their leaders; bring ideas back to the committee
- Promote collaboration and networking among members, at chapter meetings, SIG meetings and online (via LinkedIn and other forums)