

Director of Communities of Practice Board of Directors – Metro DC Chapter ATD

REPORTS TO: VP of Learning

TERM: One Year

TIME COMMITMENT: 15-20 hours/month

PURPOSE: To provide leadership and direction for all aspects of the chapter's Communities of Practice including COP creation, COP leader recruitment and retention, COP activity monitoring, COP development and growth, and to facilitate collaboration between COP and other portfolio teams for the benefit of all chapter members.

RESPONSIBILITIES:

1. Help Communities of Practices meet member needs in a professional, responsible manner.
2. Recruit and manage volunteers to assist with responsibilities
3. Ensure COP leaders prepare for and manage logistics for events by completing processes for event registration, email announcements, website updates, and social media presence
4. Orient COP leaders on their responsibilities and on chapter policies regarding proper operation of COP activities
5. Monitor the effectiveness of COP operations and recommend changes/enhancements as needed
6. Attend a minimum of one meeting of each COP (more when possible)
7. Participate in monthly Board of Directors meetings and occasional status calls
8. Report event information to the Board of Directors
9. Interact with the Executive Committee to manage financial matters including managing a yearly budget
10. Comply with ATD's Chapter Affiliation Requirements (CARE)
11. Help identify and mentor a successor

All board members are required to attend 9 of 12 board meetings per year and at least 6 chapter events which may include COPs, Monthly Programs, or Professional Development events.

QUALIFICATIONS:

1. Time available to attend Board meetings and other functions as required by the position
2. National membership in ATD and status as a member in good standing of the DC chapter
3. Ability to build, motivate and lead a team of volunteers
4. Adept in verbal communication, diplomacy, person interaction, and problem solving
5. Ability to plan, organize, and evaluate activities required by the position
6. Ability to complete project with established timeframes and budgets
7. Ability to delegate tasks and monitor follow-through

Revision Date: 6/2017