



ATD Nashville Position Description: Vice President of Virtual and Professional Development and User Groups

Position Summary:

The Vice President of Virtual and Professional Development and User Groups is an elected officer of the Chapter. This position oversees the virtual and professional development of members and user groups. This position organizes the logistics of speakers, event locations, and volunteers.

Time Commitment:

Term: 1 year

Estimated Time Requirements per month: 7 to 10 hours

Responsibilities:

- Solicit guest speakers for events
- Find appropriate locations for meetings and events
- Post events and marketing descriptions on websites and social media
- Establish logistics and volunteers for events
- Facilitate E-Learning meetings
- Facilitate and create discussion questions for virtual book club
- Coordinate with related activities of Membership, Programs & Events, and other offices as needed
- Attend and participate in monthly board meetings and ATD Chapter Leaders Conference (ALC)
- Partner with other committees (membership, programs) to highlight the value to becoming a member
- Attend and participate in all monthly board meetings and chapter programs
- Track marketing trends from chapter communications
- Participate in other chapter events, committee meetings, and conferences as available
- Represent chapter professionally and ethically in all business functions/organizational activities

