



## DIRECTOR OF LEARNING EVENTS

### Position Summary:

The Director of Learning Events coordinates the chapter's workshops to meet the event strategy, working with volunteer or paid presenters and Chapter board members to fulfill event planning and follow up processes. (Shifting to associate role no later than 2027).

**Term of Office:** Two years

### ESTIMATED MONTHLY TIME COMMITMENT:

- Attend board meetings: 2 hours plus travel time if applicable.
- Attend and produce learning events: 1 - 4 hours plus travel time
- Communicate with contacts responsible for website: 1-2 hours
- Communicate with presenters: 2-4 hours
- Secure event sites 0-1 hour

### QUALIFICATIONS:

- 1-year active participation in ATD-Cascadia or another ATD Chapter
- Demonstrates excellent communication, writing and decision making skills
- Prefer candidate with experience in event planning, marketing and public relations
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes.
- Ability to attract and guide presenters through the event planning process.

### RESPONSIBILITIES:

#### Events

- Manage and coordinate monthly learning events and workshops, selecting topic, presenter, and site if in-person and handling all logistics.
- Attract and secure presenters who address the concerns and interests of the membership.
- Administer events within budget.
- Collect and report participant feedback from programs and use feedback to plan future events in collaboration with the Director of Research.
- Provide meeting details, including presenter's biography for chapter website in a timely manner - 2 to 3 months in advance of the event.
- Collaborate and communicate with the Board to actively promote and attend events.
- Guide volunteers to support event functions if applicable.

### Board Participation

- Prepare for and attend board meetings and participate in chapter meetings and the ATD Chapter Leadership Conference (ALC), if possible.
- Coordinate with other board members about topics, scheduling, and possible presenters.
- Maintain and update records relevant to position for benefit of successor.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter professionally and ethically.

## **EXPECTATIONS**

- Follow Chapter bylaws, policies and procedures and ensure CARE requirements are met
- Work collaboratively to move forward the Chapter's mission, value, strategic plans and goals
- Represent the chapter to members and potential members at Chapter and other events.
- In the event of an unforeseen personal or life event impacting your ability to perform these duties, communicate to the executive committee.

## **Benefits of serving on the board include:**

- Attend most chapter events at a free or discounted rate.
- Complimentary Chapter Membership dues after first year of service on the board.
- Complimentary National Membership dues for duration of term.
- Ability to network with leaders in the Talent Development field.
- Eligibility to qualify for an Educational Partnership Certificate from National (value \$1200)