

**ATD - Hawaii Chapter**  
**Job Description: Vice-President of Events and Professional**  
**Development**  
**(as of September 8, 2020)**

**Term:** One year and 6 months. (1 year active in the role and 6 month serving as a mentor to the successor)

**Purpose:** To oversee the Chapter's events function in-person and virtual workshops and webinars, certification programs, and special events which includes finding speaker and aligning selection to the ATD Areas of Expertise and overall management of the event.

**Reports to:** President Elect

**Responsibilities:**

1. Oversee Events Function and Committee. Recruit, train, and lead committee members.
2. Develop annual calendar for quarterly Chapter meetings for Board review and approval by 1<sup>st</sup> quarter. Review member surveys to develop programs which satisfy member needs/interests.
3. Develop budget for events and submit to Board in advance for review/approval.
4. Plan and organize Chapter events, online and virtual webinars and workshops, including securing speaker, meeting venue, catering, audio/visual equipment, coordinating event producers.
5. Work with VP, Marketing and Communications to post events at least 1 month in advance.
6. Oversee event rsvp, registration, and work with VP of Finance to manage payment process. Oversee Registration Table at in-person meetings; ensures volunteers are available to register attendees and registration process runs smoothly.
7. Provide assistance to VP of Finance to reconcile revenue and expenses.
8. Conduct event evaluations and summarize; implement improvements/changes. Communicate results to Board and presenter.
9. Attend and participate in monthly Board meetings, committee meetings, chapter meetings and local, regional and national conferences and events as available.

10. Recruit and train incoming VP of Events and Professional Development.
11. Represent the chapter professionally and ethically in all business functions/organization events.

**Qualifications:**

1. Experience with event planning desired.
2. Ability to build, motivate and lead a team of volunteers.
3. Ability to plan, organize and evaluate chapter activities.
4. Demonstrated communication and interpersonal skills.
5. Strong organizational, project management and problem-solving abilities.
6. ATD Local and national chapter membership.
7. Directly involved in Training and Development field.
8. Time available to attend Board meetings and Chapter functions as required by position.