

Job Description: National Chapter Liaison

Term: 13 months, to include submission of CARE in January following the year you begin.

Purpose: To focus on advancing the ATD Hawai'i Chapter professionally through the credentialing of talent development practitioners; ensure Chapter compliance with ATD National standards and requirements; broker professional development opportunities and resources for the ATD Hawai'i Chapter Board, and to connect the Hawai'i Chapter with other Chapters across the country.

Reports to: President

Responsibilities:

Professional Advancement:

- Actively works to advance the profession of talent development in Hawai'i by increasing the number of certified talent development professionals (CPLP and APTD credentialed) in the State. Accomplishes this a variety of ways, including promotion of the certification, assistance with bringing certification opportunities down (or virtually) to Hawai'i, webinars about the CPLP and APTD, supporting exam takers by standing up a local study group, etc.
- Assists the Co-VPs of Events with bringing ATD Certificate programs down (or virtually) to Hawai'i and promoting registration for them, at least once per calendar year.
- Facilitates an annual "ATD ICE Recap" event, sharing back best practices from the annual ATD ICE convention.
- Works with the Co-VPs of Events to garner continuing education credits for Chapter events from ATD National, SHRM, PMI, ACMP, and other organizations that may offer CEUs.

Ensures the Chapter/Board's Best Practices:

- Assists the Co-VPs of Events and VP of Marketing in aligning Chapter events to the ATD Capability Model.
- Attends national conference calls, meetings, and training activities designed for ATD Chapter Leaders to learn about other Chapter best practices and to share updates; when needed, watches recordings of missed sessions within a week of missing them. Shares back learning in Board meetings, and where appropriate, member meetings.
- Writes submissions for Chapter-related awards, such as Share Our Success, Chapter of the Month, and Chapter Excellence.
- In partnership with the President, seeks out guidance from the Chapter's assigned National Advisor.

Compliance:

- Together with VP of Membership, finds creative ways to reach the Chapter Affiliation Requirements (CARE) requirement of 35% Power Membership (at least once a year) by promoting the value of Power membership (i.e. dual ATD National and ATD Hawai'i membership) to Chapter members.
- Pull together documents for CARE and prepare CARE submission for the President's review. This entails working with fellow Board members to pull together the annual report for the year, drafting the chapter operational plan for the following year, and assisting the President with submission.
- Provides CARE status updates at every board meeting.

Other:

1. Works collaboratively with other Board members to align engagement/partnership/sponsorship strategies.
2. Supports special projects where necessary, including but not limited to events, board activities, etc.
3. Attends and participates in monthly Board meetings.
4. Represents the Chapter professionally and ethically in all business functions/organization events.
5. Maintains current membership in the local and national ATD organization.

Qualifications:

1. Must have been a Power Member (Hawai'i and ATD National member) for at least one (1) year prior.
2. Strong familiarity with ATD.
3. Directly involved in Training & Development field.
4. Strong communication (including writing) and interpersonal skills.
5. Research and evaluation background/skills.

Preferred Qualifications:

1. At least 1 prior year being on an ATD Chapter Board (Hawai'i or elsewhere).
2. Experience being a member of at least one other ATD chapter.