SOUTH CAROLINA CHAPTER
Association for Talent Development

Vice-President of Education
Role Description

Position Summary:

The Vice President of Education oversees the Chapter's educational activities including Chapter educational events and workshops. The Vice President of Education is responsible for the programming function and will determine topics, select appropriate speakers and plan overall meeting and workshop management. The Vice President of Education may also work with other ATD Chapters to collaborate and coordinate educational activities.

The Vice President (VP) of Education will lead a committee of volunteers to plan, select and schedule topics and speakers, and set up in-person learning events across the state (in-person, hybrid and/or virtual).

Time Commitment:
Term: 1 year

Estimated Time Requirements for planning and attending meetings and events
- Attending virtual board meetings: 1.30 hours monthly
- Attending committee meetings: 1.30 hours monthly
- Creating and reviewing standard operating procedures: 1 hour monthly
- Managing and planning topic/speaker selections: 3 hours bi-monthly
- Planning run through of event: 1.30 hours monthly
- Attending Chapter learning events/quarterly orientation: 2.30 hours plus travel time
- Attending geographic events/special interest events: 2 hours quarterly
- Community engagement activities: 2 hours annually

Estimated Time Requirements for training
- Transitional training with outgoing VP of Education: 3 hours
- Attendance at annual board summit: 4 hours plus travel time
- Attendance at ATD Chapter Leaders Conference (ALC) - (*based on Chapter funding + travel time*): 5 hours

The time commitment is a cumulative approximation over a period of several months and includes the variation of support needed for each task. Board members may or may not exceed this threshold.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Receive input/feedback from members, review and research trending industry topics and utilize other resources such as recorded videos and podcasts to plan and host a minimum of six relevant educational activities/programs annually.
- Ensure educational events and topics align with one or more areas of the ATD Talent Development Capability Model.

- Maintain and review resources, including information on td.org, and reviewing events hosted by other ATD Chapters to plan educational activities.
- Attract and secure speakers who address concerns and provide solutions to common and uncommon challenges in the industry.
- Analyze/vet potential speakers and fit for target audience.
- Ensure speakers are provided with a budget and budget aligns appropriately with Chapter finances.
- Contact potential speakers and meet speaker needs within reason (e.g. audio/computer, budget, logistics, etc.).
- Ensure diversity and accessibility of speakers, topics, and materials presented.
- Review and edit content and presentation materials for grammar, punctuation, style, and accessibility if able.
- Provide program title, summary and speaker(s) bio(s) to the VP of Communications 30 days prior to the general Chapter learning event.
- Submit speaker information and presentation material for continuing education credits (HRCI, APTD, CPTD, etc.) by the due date.
- Introduce the speaker(s) at Chapter learning events.
- Develop a learning event calendar, providing in-person, virtual or hybrid options.
- Host speaker walk-through/a practice session when possible and ensure the speaker is familiar with tools available via virtual platforms, including screen sharing.
- Evaluate profit-share learning opportunities.
- Form a team of Education Ambassadors across South Carolina regions (Midlands, Lowcountry, Upstate) to assist with planning educational events and selecting speakers.
- Communicate with vetted speakers to confirm budget, time, date, location, creation of program description, technology needs, along with gathering speaker bio(s).
- Communicate/confirm logistics with the speaker at least one week prior to the event.
- Communicate with venue hosts and plan logistics, catering and technology support.
- Assign event co-host/producer, utilizing Board members whenever possible.
- Assist speakers with requests such as monitoring chat and questions posed during the event.
- Record all learning events when there are no technical challenges present.
- Promote education library; ensure recorded learning events have been uploaded to the library in the Member's Only section of the website by the Director of Technology at least 72 hours after the event.
- Follow-up presentations with a personal thank you to the speaker(s).
- Assist and maintain Chapter Affiliation requirements.
- Collaborate with the VPs of Member and Community Engagement and Membership to avoid event scheduling overlap.
- Collaborate with the Director of Technology to set up events and resolve technical issues.
- Collaborate with the VPs of Communications and Administration to set up event announcements prior to/during the learning event.
- Periodically survey meeting participants to ensure the success of the educational event.
- Consult with the conference planning committee when necessary.
- Create, review and update Standard Operating Procedures (SOPs) related to role.
- Schedule and lead committee meetings.
- Maintain membership in local and national ATD organizations.
- Virtually attend and report on committee activities at most Board meetings.

- Participate in the annual in-person Board summit.
- Manage a fiscally responsible events budget.
- Plan educational events, including sharing topics and speaker ideas.
- Collaborate with the VP of Communications to advertise and promote events on the website and social media.
- Collaborate with the VP of Finance to secure appropriate funding for travel, events and reconcile expenses in a timely manner.
- Attend National Advisors for Chapters (NAC) virtual calls when available.
- Attend quarterly orientation sessions when available.
- Repost and advertise Chapter events on social media.

A successful Vice President of Education will:

- Host a minimum of six learning events annually.
- Identify a minimum of four volunteers assigned to the Education Committee to assist with planning and executing learning events.
- Aim for a minimum of 30 participants during learning events.
- Be willing to travel, as the role involves visiting geographically dispersed areas within South Carolina to host and participate in events.
- Ensure the timely dissemination of event information to the Communications team 30 days prior to the event.
- Review web pages at least once a month to ensure member information has been updated appropriately with learning opportunities.
- Ensure that event venues across the state offer sufficient parking and align with diversity, accessibility and compliance initiatives when hosting an in-person or hybrid educational event.

HELPFUL SKILLS

Strong communication skills | Negotiation skills |Assertiveness |Excellent organization skills and leadership ability | Event planning and organizing |Detail-oriented |Familiarity with technology, including virtual platforms such as WebEx |Decision-making |Familiarity with Robert's Rule of Order | Reporting |Collaboration |Delegation | Hosting| Change Management

MEETING EXPECTATIONS

The Vice President of Education is expected to attend all Board meetings, an annual board summit, one ALC (provided funding is available), a minimum of: four Chapter learning events, two special interest group events, two quarterly orientation sessions, one NAC call, and one community-based event.

Resources and References
- TD Magazine
- Education Committee Volunteer Role Description
- Embedding Diversity into Chapter Operations

- [Submit Your Proposal](#)
- https://www.td.org/Chapters/clc/sos/sos-all- Professional Development
- [Chapter Affiliation Requirements (CARE)](#)
- https://www.td.org/Chapters/clc/Chapter-speaker-resources/speakers-bureau-search
- [Track My Tasks -Programs .xlsx](#)
- [Message/Invitation to Potential Speaker](#)
- [Open House Participant Agenda.docx](#)
- [ATD Post Event Checklist for Board Members](#)

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