

## **Education Committee Volunteer Role Description**

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Educational programming is one of the key value-adds provided to ATD South Carolina chapter members. The committee strives to create wholistic learning experiences that are a direct connection to the ATD capability model. Education committee members are led by the Vice President of Education.

### **Overall**

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- Identify speakers for determined topics (based relevant industry needs).
- Assist with speaker selection, review of speaker proposals, and speaker recommendations.
- Assist in creating revenue opportunities through event planning.
- Assist with calendaring events for the chapter for the entire year.
- Attend chapter meetings.

### **Pre-Event and Post-Event Planning** (2 hours/month)

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- Coordinate with speaker to gather supporting presentation information (bio, presentation slides, prep meeting of platform (dry run if needed)).
- Assist with publishing event/meeting announcements on website.
- Send or write thank you notes to the speaker(s) as appropriate.

### **Host Chapter Meeting** (2 hours/month)

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- Start or join virtual sessions at least 20 minutes prior for session prep (audio checks, slide presentation, setup, etc.).
- Introduce speakers at meetings.
- Deliver chapter announcements.
- Monitor chat during session for questions and assist with maintaining flow of session.
- Thank speakers and present a speaker gift (as needed).
- Conclude meetings.

### **Meeting Evaluations** (1.5 hours/month)

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- Assist with review meeting evaluations and event feedback.
- Assist with development of semi-annual and annual member survey (create, submit, analyze)
- Present summary of evaluation/findings to board as needed and discuss making adjustments (if necessary and if able).

### **Conference Planning Committee** (40 hours \*Approximately)

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- Ability to work collaboratively with others.
- Attend planning meeting, provide ideas and solutions.
- Develop conference schedule.
- Participate in selection of venue, speakers, caterers, promotional materials, activities, conference gifts, and entertainment.
- Assist with organizing completion of tasks (preconference set-up, phone calls, emails, clean-up, etc.)
- Be flexible and adaptable to changing needs.
- Specify additional volunteer needs and coordinate their roles.
- Coordinate with chapter leaders on conference strategy, provide updates and supporting needs.

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

### **Growth Opportunities**

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- Represent education committee at a board meeting (s).
- Organize a monthly chapter event.
- Participate in other chapter events (i.e., local member socials, committee meetings etc.), and regional and international conferences as available.
- Support ad hoc ATDSC groups and assist as needed.
- Post learning events to the chapter website through Wild Apricot as needed.
- Lead Conference Planning Committee

### **Volunteer Skills**

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- Have a passion for creating a wholistic learning experience – informational and engaging.
- Have an awareness of the cadence of learning in the talent development community, including industry needs for both technical and non-technical aspects.
- Active chapter member in good standing.
- Willingness to learn.
- Working knowledge of computers and software applications (e.g., Word, Excel, PPT, email, etc.).
- Ability to complete tasks within established timeframe.
- Collaboration skills with other volunteers and board members.
- Support to publication of educational activities by inviting attendees and sharing learning events on social media (when possible).

## **Operating Guidelines**

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- The chapter hosts at minimum 6 learning events per year.
- Identified topics and event months should be determined by the second week of November each year.
  - 2 alternate topics should be included.
  - 2 - 3 topics should focus on learning technology.
- The calendar should be ready for publication by the end of the second week of December. It should be posted to the chapter website by the second week in January.
- All speakers should be finalized at least 3 months before the event at minimum 2 months.
- Speaker honorariums should be confirmed with the board before any final decisions.
- Host one profit share (50/50) event per year is encouraged.
- Speaker proposal form should be used for consistency for speaker consideration.
- Acknowledgment of speaker proposal receipt should be within 2 weeks of submission.