

Vice President of Member and Community Engagement Role Description

Position Summary:

The Vice President of Member and Community Engagement oversees member activities including special interest groups and community engagement activities in South Carolina. These special interest groups will consist of members in various geographic regions of South Carolina including, but not limited to the Midlands, Upstate, and the Lowcountry. Additionally, this position will support current members and their diverse needs (e.g. building partnerships among members to support career transitions and other member-driven interests).

The Vice President (VP) of Member and Community Engagement will lead a committee of volunteers to assist with setting up events across the state outside of Chapter learning events (in-person, hybrid and/or virtual).

Time Commitment:

Term: 1 year

Estimated Time Requirements per month:

- Attending virtual board meeting: 1.30 hours bi-monthly (every two months)
- Attending committee meetings: 2 hours monthly
- Attending Chapter learning events: 1.30 hours plus travel time and set up
- Attending geographic events/special interest events: 4 hours quarterly
- Community engagement activities: 3 hours bi-annually

Estimated Time Requirements for training:

- Transitional training with outgoing VP of Member and Community Engagement: 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

- Review and survey members and determine and align Chapter programs with member needs.
- Supervise and support diverse special interest groups (e.g., career transitions, teachers in transition, students, neurodiverse, consultants, diversity and inclusion).
- Form a team of Engagement Ambassadors across South Carolina regions (Midlands, Lowcountry, Upstate) and identify growth opportunities with other regions.
- Manage a fiscally responsible budget.
- Develop a special interest event calendar, including two virtual options for remote participants.
- Schedule and lead committee meetings.

- Plan and execute a minimum of six state-wide networking events based on relevant topics.
- Plan and execute a minimum of two community-based events for members around the state.
- Collaborate with the VP of Partnerships to work with partners and sponsors to increase involvement in special interest group activities and community-based events.
- Collaborate with the VP of Membership to plan, oversee and execute Member Appreciation Month events (March).
- Plan, oversee and execute Volunteer Appreciation month activities (April).
- Plan, oversee and host ATD national conference post discussions (May).
- Promote scholarship opportunities for student members (August - November).
- Coordinate, execute and promote organizations to participate in Employee Learning Week (December).
- Coordinate and execute the year-end Chapter recognition event (December).
- Maintain membership in local and national ATD organizations.
- Appoint Engagement ambassadors to guide special interest group activities and create new groups when needed.
- Collaborate with the VPs of Education and Membership to avoid event overlap.
- Assist with planning educational events, including sharing topics and speaker ideas.
- Partner with VPs of Membership and Partnerships to enhance community engagement.
- Collaborate with the VP of Communications to advertise and promote special interest events.
- 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.
- Repost and promote Chapter events on social media.

A successful Vice President of Member and Community Engagement will:

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- Possess strong assertiveness and collaboration skills.
 - Be willing to travel, as the role involves visiting remote areas within South Carolina.
 - Be an effective leader, as this individual will be overseeing a team of volunteers.
 - Aim to have a minimum of two volunteers assigned to each geographical area in South Carolina: Upstate, Midlands, and Lowcountry.
 - Ensure the timely dissemination of event information to the VP of Communications 30 days prior to the event.
 - Take proactive action to combine or revamp the Upstate and Lowcountry website pages.
 - Track enrollment/participation in Wild Apricot after events and report to the Board on progress.
 - Ensure that event venues across the state offer sufficient parking and align with diversity and compliance initiatives.
 - Demonstrate creativity in advertising strategies, thinking beyond conventional methods.
 - Collaborate with committee members to plan a minimum of two statewide community-based service projects around various areas of the state.
 - Explore the possibility of organizing a team-building event, such as a city-wide Scavenger Hunt, to promote camaraderie and engagement.

HELPFUL SKILLS

Strong communication skills | Assertiveness | Excellent organization skills and leadership ability | Detail-oriented | Familiarity with technology and track of attendance in Wild Apricot attendance
Decision-making | Familiarity with Robert's Rule of Order | Reporting | Collaboration | Delegation

MEETING EXPECTATIONS

The Vice President of Member and Community Engagement is expected to attend all Board meetings, an annual board summit, one ALC (provided funding is available), a minimum of: four Chapter learning events, four networking events, one NAC call, and two community-based events.

Resources and References

- [Interest groups | ATD](#)
- [SIG Rescue: Revitalizing your SIGs/GIGs for Optimal Engagement | ATD](#)
- [Community Outreach SOS](#)
- [Chapter Interest Group Toolkit | ATD](#)
- [Special Interest Group \(SIG\) Survey Results](#)
- [Embedding Diversity into Chapter Operations](#)
- [Chapter Affiliation Requirements \(CARE\)](#)
- [Peer Mentoring Group – Conversation Catalyst](#)
- <https://d22bblmj4tvv8.cloudfront.net/bd/d8/0a7ba9d6433ab0490854ab49a87e/elw2022-champions-of-learning-document.pdf>
- [Employee Learning Week submissions](#)
- [Employee Learning Week Overview](#)
- [Student scholarships](#)
- [SOS Submission Form](#) - Member Engagement Activities/Scavenger Hunt, etc.

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