

JOB DESCRIPTION

VICE PRESIDENT, PROFESSIONAL DEVELOPMENT

Position reports to President

PURPOSE

To enable the continued professional development of members through the development and delivery of courses and workshops covering ASTD-ATD and related competencies.

IMPACT

Participation in certification and development courses and activities will increase as a result of a successful VP of Professional Development. The ASTD-ATD membership will increase as it will be recognized as an industry and learning leader through the value of this professional development.

REQUIREMENTS

- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Previous service with ASTD-OC as a Manager within the functional programs area is desired.
- ◆ Previous experience in conference or convention planning and execution is desirable.
- ◆ Time commitment /responsibility varies but is approximately 15 hours per month.
- ◆ Commitment of at least one year term (January 2015-December 2015)

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings, and conferences as available.
- ◆ Develops and implements strategy for industry related workshops.
- ◆ Supervises, develops, coaches, and supports Managers of Continuing Development.
- ◆ Develop up to four workshops (one per quarter) using monthly speakers as presenters. Workshop should run in conjunction with the monthly learning event (MLE).
- ◆ Groom volunteers to serve as future Vice President of Professional Development.

FINANCIAL SCOPE

- ◆ Develop and manage the Professional Development budget, including assisting direct reports with budget management if needed.

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SKILLS AND COMPETENCIES

- ◆ Ability to delegate and hold individuals accountable.
- ◆ Ability to manage budgets, projects, and volunteer teams.
- ◆ Heavy time commitment demands strong administrative and program management skills.
- ◆ Strong network of connections with subject matter experts and leaders in the field.
- ◆ Managing and motivating teams
- ◆ Ability and willingness to assist in implementation of initiatives including day to day activities

SUPERVISES

- ◆ Manager, Continuing Education
 - Total Trainer Specialist
 - Powerful Presentations Skills Specialist
 - Low-Cost Workshop Specialist
- ◆ Manager, CPLP

OTHER

- ◆ Assist project team members in enhancing their resume with the skills used during the project. Obtain assistance from the VP Volunteers, if necessary.
- ◆ Additional related responsibilities as needed.