

**Position Title: Chapter Meeting Manager**

**Description:**

Facilitate professional monthly member events guided by the ATD National Competency Model and member needs.

**Time Commitment:**

10 hrs/month, attendance at monthly member meetings

**Key Competencies:**

Event Management, Hospitality, Communication, Logistics

**Primary Responsibilities:**

- Work collaboratively with Director of Programs to implement overall strategy for the year based on ATD competency model, member survey feedback, and industry trends
- Facilitate monthly chapter meeting programs. Responsibilities include:

**PRE-MEETING**

- Locate and secure venue (can be combined with Logistics contractor)
- Ensure facilitators are confirmed for monthly sessions; recruit replacement facilitators as needed
- Communicate with facilitators to confirm participation 2 months in advance; gather logistical needs (A/V requirements, room configuration, timing, handouts, etc.)
- Provide facilitator program and bio to ATDps administration staff for posting on website and Marketing Manager for newsletter (4 weeks in advance)

**IN MEETING**

- As chapter meeting host, greet attendees prior to and after the meeting
- Provide or secure audio/visual support prior to and during the meeting
- Act as host and moderator of chapter meetings; create and distribute agenda (if used), facilitate announcements and introductions, introduce speaker, keep time, wrap up
- Work with Director of Programs to procure speakers 6 months' in advance
- Ensure strong marketing support for all chapter meetings
- Work with Sponsorship Manager to secure sponsorship for chapter meetings (as needed)

Term: 15 months

Reports To: Dir. of Programs

Supervisory Duties: Yes

Board Appointed: Yes

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**Privileges:**

Free attendance at all chapter meetings  
Position listed on your resume and LinkedIn profile  
Opportunity to connect with ATDps members  
Potential for career pathing into future Board positions

**Additional Expectations:**

Member of ATD Puget Sound chapter for term  
Post comments/ engage in chapter's social media  
Meet success measures listed above  
Advise Director of Programs of trends seen in meeting evaluations to inform future strategy