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| Vice President (VP) of Special Events |
| Talent Development Areas of Expertise | The VP of Special Events shall have a high level of knowledge of the following Talent Development Areas of Expertise. The purpose is to represent these Areas of Expertise when conducting primary board duties. These areas include the following:* *Performance Improvement*
* *Instructional Design*
* *Training Delivery*
* *Learning Technologies*
* *Evaluating Learning Impact*
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| Board Member Responsibilities | The following are primary responsibilities that every Board Member must adhere to:* *Be an active, productive and positive Board Member with the focus of supporting and advancing the mission of the Chapter*
* *Promotes the Chapter by building member value into events as well as among external professionals, professional organizations and by participation in trade shows as appropriate.*
* *Participates in the development of a retention / recruitment stategy designed to maintain on-going contact with Chapter members.*
* *Attends Chapter meetings regularly and if absent; assign a proxy in your absence.*
* *Assist in the creation of policies and procedures in support of Chapter operations*
* *Assist in the development and approval of a strategic plan.*
* *Assist in the creation and execution of an annual operations plan, annual budget.*
* *Perform other functions as needed in support of the Chapter.*
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| Primary Responsibilities | The VP of Special Events primary responsibilities include the following:* *Assists in the development of strategies in planning future special events which include: seminars, conferences, specialized events, Employee Learning Week and Special Interest Groups.*
* *Manages and coordinates all special events and ensures they adhere to the policies and guidelines of the primary purpose and their respected end results.*
* *Assists in the development of training objectives associated with each Special Event and ensure event facilitator(s) adheres to them.*
* *Creates and publish Special Events schedule on Chapter website and, distribute it to all Chapter members within an appropriate time.*
* *Identifies and procure resources necessary to support all approved Special Events.*
* *Responds to questions in regards to the Special Event in a timely manner.*
* *Creates a special events report that provides updated attendance data, event evaluation information, and distributes information to the Board.*
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