



Chapter Leader Position Description: Member At Large – Board Apprentice

Position Summary:

The Member at Large-Board Apprentice primarily serves as a liaison between the membership and the Board of Directors. In addition, as new unassigned board tasks arise, the Board of Director's President can assign duties to the Member at Large. This might include creating board communications, overseeing a focus group or collaborations with other organizations. The Member at Large may also sit or chair certain committees to ensure the board's directives and committee's desires align. For example, a Member at Large-Board Apprentice can sit on the bylaws committee to address the needs for the members and the board.

Time Commitment:

Term: One year (renewable annually by vote of Board of Directors)

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending membership committee meetings: 1-2 hours plus travel time
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with Board of Directors and/or Members about routine issues: 2-4 hours
- Optional attendance at the [ATD National Chapter Leadership Conference](#)

Value and Benefits:

- Networking with other Talent Development professionals locally and nationally.
- Discounted [ATD National Professional Plus Membership](#)
- Continuous Learning
- Leadership role in a professional organization
- Invitation, Free Registration, hotel, and travel to [ATD National Chapter Leadership Conference](#)

Responsibilities:

Operations

- Support Board and Chapter Functions
- Assist with Board position activities as needed
- Help research, develop, and facilitate needs of board as requested

Board Role

- Represent the membership at large in board meetings to provide input on issues impacting the membership.
- Ensure information from board to membership is communicated timely and accurately.
- Attend and participate in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC).
- Participates in other chapter events, committee meetings and conferences as available.
- Represents chapter professionally and ethically in all business functions/organizational activities.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter.

Training

- Trains incoming Member at Large-Board Apprentice to role and functions.

- Trains volunteers to support Board of Directors and functions

Qualifications:

- Effective and strong verbal communication, leadership, diplomacy, personal interaction, problem solving, and meeting management.
- Ability to seek others out to volunteer.
- Ability to plan, organize, and execute activities as required by position or needs identified by President and/or Board of Directors.
- Ability to complete projects within established timeframes.
- Time available to fully participate in chapter and board meetings.
- Member in good standing of ATD Smoky Mountain Chapter.

ATD Resources:

[ATD Smoky Mountain Chapter website](#)
[Chapter Relations Manager \(CRM\)](#)
[National Advisors for Chapters \(NAC\)](#)
[Chapter Affiliation Requirements \(CARE\)](#)
[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)
[Leadership Connection Newsletter \(LCN\)](#)
[Toolkits](#)
[Chapter Leader Webcasts](#)