



# CHAPTER LEADER ONBOARDING CHECKLIST

<b>Get to Know Your National Advisor for Chapters (NAC)</b> <a href="https://td.org/nac">td.org/nac</a>	Members of the NAC are distinguished chapter past presidents who serve as national volunteer advisors. Contact your chapter's NAC to share best practices and connect with leaders in your area on regularly scheduled calls.
<b>Get to Know Your Chapter Relations Manager (CRM)</b> <a href="https://td.org/crm">td.org/crm</a>	ATD's chapter services team is here to assist chapters and support their needs. Each chapter has a CRM who can answer your questions and share administrative, membership, and marketing guidance.
<b>Watch the Chapter Leader Onboarding and Orientation Webcast</b> <a href="https://td.org/chapter-webcast-search">td.org/chapter-webcast-search</a>	Watch the onboarding webcast to learn what every chapter leader needs to know to get started. Members of the NAC and chapter services review helpful tools and resources in the Chapter Leader Community.
<b>Visit the Chapter Leader Community (CLC)</b> <a href="https://td.org/clc">td.org/clc</a>	Visit the Chapter Leader Community (CLC) to access tools and resources for effectively running your chapter.
<b>Browse the Sharing Our Success (SOS) page</b> <a href="https://td.org/sos">td.org/sos</a>	Visit the Sharing Our Success (SOS) page to learn about best practices from other chapters.
<b>Read the Leader Connection Newsletter (LCN)</b> <a href="https://td.org/lcn">td.org/lcn</a>	Read this monthly newsletter to receive information you need to run a successful chapter.
<b>Review the Available Toolkits</b> <a href="https://td.org/toolkits">td.org/toolkits</a>	Review toolkits to access information, tools, and templates designed for ATD chapter leaders.
<b>Watch Chapter Webcasts</b> <a href="https://td.org/chapterwebcasts">td.org/chapterwebcasts</a>	Watch archived recordings of webcasts on various topics related to chapter leadership and operations.
<b>Review Chapter Affiliation Requirements (CARE)</b> <a href="https://td.org/CARE">td.org/CARE</a>	Learn about Chapter Affiliation Requirements (CARE), a set of performance guidelines designed to help chapters deliver consistent benefits to members. Chapters must complete and submit CARE annually on January 31.
<b>Review Power Membership Resources</b> <a href="https://td.org/jointmembership">td.org/jointmembership</a>	Review ideas and templates for promoting joint chapter and ATD membership.

<p><b>Learn About the Chapter Incentive Program (CHIP)</b></p> <p><a href="https://td.org/chip">td.org/chip</a></p>	<p>Learn how to participate in the Chapter Incentive Program (CHIP) to generate revenue for your chapter.</p>
<p><b>Learn About Wild Apricot</b></p> <p><a href="https://td.org/wildapricot">td.org/wildapricot</a> <a href="https://gethelp.wildapricot.com/en">gethelp.wildapricot.com/en</a></p>	<p>Learn more about ATD's partnership with Wild Apricot. Visit Wild Apricot Help for additional support.</p>
<p><b>Join the ATD Chapter Leaders Groups</b></p> <p><a href="https://td.org/groups">td.org/groups</a> <a href="https://linkedin.com">linkedin.com</a></p>	<p>Request to join the ATD Chapter Leaders Groups on TD.org and LinkedIn.</p>
<p><b>Follow ATD Chapter Services on Social Media</b></p> <p><a href="#">Facebook</a> <a href="#">Twitter</a></p>	<p>Follow ATD Chapter Services on Facebook and Twitter to receive timely updates.</p>
<p><b>Attend Events for Chapter Leaders</b></p> <p><a href="https://td.org/alc">td.org/alc</a> <a href="https://td.org/cld">td.org/cld</a></p>	<p>Network with fellow ATD chapter leaders, share best practices for running a chapter, and learn about new resources at the ATD Chapter Leaders Conference (ALC) and Chapter Leader Day (CLD), which takes place during ATD's International Conference &amp; Exposition. ALC will be October 8-9, 2020 and CLD will take place on May 23, 2021.</p>

## ATD Acronyms

**ALC:** ATD Chapter Leaders Conference

**ALC PAC:** ATD Chapter Leaders Conference Program Advisory Committee

**AOE:** Area of Expertise

**APTD:** Associate Professional in Talent Development

**ATD:** Association for Talent Development

**CARE:** Chapter Affiliation Requirements

**CEA:** Chapter Excellence Awards

**CHIP:** Chapter Incentive Program

**CLC:** Chapter Leader Community

**CLD:** Chapter Leader Day

**COACH:** Commitment to ATD Chapters

**COM:** Chapter of the Month

**CPTD:** Certified Professional in Talent Development

**CRC:** Chapter Recognition Committee

**CRM:** Chapter Relations Manager

**ELW:** Employee Learning Week

**GIG:** Geographic Interest Group

**LCN:** Leader Connection Newsletter

**NAC:** National Advisors for Chapters

**PMA:** Power Membership Awards

**SIG:** Special Interest Group

**SOS:** Sharing Our Success