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| **Chapter Name** | ATD Detroit |
| **Chapter Number (ex. CH0000)** | CH5014 |
| **Chapter Location (City, State)** | Detroit, MI |
| **Chapter Membership Size** | Medium (100 - 299) |
| **Contact Person for this Submission:** | Esther Jackson |
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| **Phone Number:** | (313) - 949 - 2499 |
| **Chapter Board Position:** | President |
| **Chapter Website URL:** | [http://www.detroitatd.org](http://enotification.td.org/track/click/30530608/www.detroitatd.org?p=eyJzIjoiaUZReTY3d3YyWExFVEJPSzVKUms2Z3JHMzVJIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LmRldHJvaXRhdGQub3JnXCIsXCJpZFwiOlwiMjNjNmE5Njk2NDdhNDQxY2JjMmJmYjIyM2RiZTdmMjNcIixcInVybF9pZHNcIjpbXCI2NDI2ZjdhMTU5NTRjMmIwZGJhMzIyNGUzNzhiMzI2YWY3YmI3NDgwXCJdfSJ9) |
| **Submission Title:** | Respect & Professionalism Policy & Protocol |
| **Submission Description:** | This submission covers a Respect & Professionalism Policy and a Virtual Meetings Protocol (virtual meeting etiquette) which were instituted by the chapter board to serve as a guide for communications, behavior, and interactions as a result of a few issues that arose. |
| **Need(s) Addressed? Please be specific.** | 1) Establish a written policy that defines and describes respectful behavior expected of all board members and volunteers 2) Describe examples of disrespectful and unacceptable behavior  3) Explain expectations of board members during board meetings, when conducting board business, and when handling written communications for board and chapter business 4) State the ground rules and the protocol applicable to virtual board meetings 5) Provide a structured format for achieving efficiency and effectiveness in chapter leadership/operations |
| **What is your chapter's mission?** | To promote the growth of workplace learning and performance by providing members with professional development opportunities, targeted services, and relevant events that impact business goals. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | This policy and protocol afford a means to help ensure a standard of conduct is identified and demonstrated by the board in order to fulfill our mission. The policy and protocol are also representative of the clarity in tone for the type of work environment we want prevalent along with the expectations of board members and board volunteers as we work together. Our leadership roles as board members and board volunteers begins with us leading by example in individual and combined efforts. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | Our policy and protocol promote an environment of mutual respect where everyone feels and recognizes their empowerment in our leadership roles for the chapter without bullying, intimidation, or other unhealthy behaviors. The Acknowledgement Form would provide confirmed documentation of board member and board volunteer awareness along with their receipt of the policy. This was also representative of each individual’s commitment to their individual commitment and empowerment to create and maintain a healthy environment for conducting board business.  Board members are also able to develop professionally with opportunities to participate and present as needed in virtual board meetings. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Board members, board volunteers, chapter membership |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | Approximately 8 hours were spent researching online sample policies, reviewing the ATD SOS inventory with relevant content, and preparing the policy draft. An estimated 10 hours were spent by board members reviewing the policy draft and providing feedback for revisions. One hour and a half were spent completing the revisions to the draft based on board member feedback, .5 hours for board approval, and .5 hours spent in the board meeting covering the board approved version. This rendered a total of 20 hours for the Respect & Professionalism policy and approximately 2.5 hours for the Virtual Meetings Protocol. |
| **How did you implement: (please give a brief description)** | Upon review and revisions based on board feedback including a few board members with HR expertise, the approved final version of the policy distributed to all board members prior to the next board meeting. During the board meeting, board members took turns reading each section and the Chapter President explained the sections as they were covered.   The protocol for virtual meetings was distributed prior to the first virtual board meeting. We included a recap with a word cloud of what the board members all shared in our December 2019 strategy meeting to promote a board environment of creativity and engagement for 2020. There were also ground rules listed in the protocol. All of this was reviewed and discussed in the first virtual meeting of its implementation. In subsequent virtual meetings, the protocol is sent again to all board members prior to the meeting and there is a short reminder mention at the start of the meeting. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | • Respectful atmosphere in board meetings • Increased efficiency in covering all agenda items for a given board meeting • Increased awareness of negative individual behaviors that were not conducive to conducting board business • Prevented loss of 20% of board members due to other board member behaviors • Promoted more participation from more than 30% of board members who were not as participative • Allowed for more open discussion on future steps to take in promoting positive interactions with our group dynamics • Included regular icebreaker/get-to-know-you activities • Experienced enthusiastic and engaged participation in the virtual board meeting from all attendees |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | • Helpful to leverage expertise of current board members • Consult with other chapters and recognize that every group works differently so what works for one may not work for another • Realize that everyone may not see or want to acknowledge that a problem exists (until they have an issue) • Improvements, changes, and decision making should be based on what is good for the whole rather than one or two individuals • Although the final draft was approved and everyone had seen it and/or had the opportunity, it was still necessary to review it again as a whole board including discussion • Policy implementation was not a problem solver but a step in resolving unhealthy conflict and subtle bullying behaviors |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | Consulted with the Chapter Relations Manager, checked the SOS inventory on the ATD website, checked online resources for examples of Meeting Etiquette Respect policies, and reviewed our chapter bylaws. |
| **Please attach any documents that help support this submission: (additional documents and documents over 2MB should be sent to Kylie Malloy,** [kmalloy@td.org](mailto:kmalloy@td.org)**)** | [ATD Detroit Respect & Professionalism Policy & Acknowledgment Form.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoidUtnRTZEWlVCRWotSElDMmtOYmVoSWlfRzdvIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHlNemNtWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCIyM2M2YTk2OTY0N2E0NDFjYmMyYmZiMjIzZGJlN2YyM1wiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Virtual Board Meeting Protocol.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoidVVFbWJQTTUyNE5kTC0zeHdvNWpMNTlCZTdrIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHlNemNtWld3OVpXeGxiV1Z1ZEY4eU1nPT1cIixcImlkXCI6XCIyM2M2YTk2OTY0N2E0NDFjYmMyYmZiMjIzZGJlN2YyM1wiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS on an area call with my NAC |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [**td.org/alc**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiSkpvVnlfLXVqeF9CblR4Yy1OS0hSU2xXZFlRIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjIzYzZhOTY5NjQ3YTQ0MWNiYzJiZmIyMjNkYmU3ZjIzXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |