

At-A-Glance: Chapter-Related ATD Committees

National Advisors for Chapters (NAC), Chapter Recognition Committee (CRC), and ATD Chapter Leaders Conference Program Advisory Committee (ALC PAC)

Serving on a Chapter-Related ATD Committee has many benefits:

- Exposure to cutting-edge information about the talent development industry
- Opportunities to develop additional professional competencies
- Opportunities to learn more about chapter best practices
- Opportunities to network with ATD staff and leaders
- Opportunities to coach and mentor volunteer chapter leaders (NAC)

Eligibility Requirements for all Committees:

- ATD chapter and national membership at time of application and throughout entire term
- NAC members cannot serve as chapter president during their term
- It is recommended that ALC PAC and CRC members do not serve as chapter president during their term

Desired Skills and Talent:

- Ability to perform collaboratively as part of a leadership team, especially virtually
- Use of technology (social media, online meeting platforms, conference calls)
- Excellent communication skills, both written and spoken
- Independent, self-directed work on a multi-faceted team
- Project management skills
- Other skills may be requested as determined by skills gap analysis of current team

Desired Leadership Competencies:

Personal Leadership

- Possesses a strong sense of vision
- Demonstrates critical thinking
- Exhibits self-confidence and assertiveness
- Communicates effectively

Association Management

- Provides strategic direction
- Sets mission-focused goals
- Seizes and maximizes opportunities

Teamwork and Commitment

- Builds a cohesive team environment
- Motivates others

Talent Development Awareness

- Assesses others
- Develops others
- Models talent development best practices

| | National Advisors for Chapters (NAC) | ATD Chapter Leaders Conference Program Advisory Committee (ALC PAC) | Chapter Recognition Committee (CRC) |
|---------------|--|---|--|
| Scope | Serves as advisors, advocates, and mentors within ATD on matters of chapter management and operations to ensure high quality service to members. NAC partners with ATD leadership in understanding and addressing member needs. | Reviews session proposals for the ATD Chapter Leaders Conference, recommends ones for selection, identifies programming gaps, and recommends topics and speakers to fill those gaps. | Charged with identifying, recognizing, and sharing chapter best practices. CRC members recommend and select Sharing Our Success (SOS) submissions for recognition and recognize chapters for the Chapter of the Month (COM) distinction. |
| Values | <ul style="list-style-type: none"> ▪ Being proactive, action-oriented, and results driven ▪ Being focused to enable maximum goal attainment ▪ Being accountable ▪ Accepting divergent opinions, recognizing that each idea deserves to be heard and thoughtfully considered ▪ Modeling the concept of partnering, seeking opportunities whenever possible ▪ Thinking creatively and innovatively | <ul style="list-style-type: none"> ▪ Being collaborative and inclusive ▪ Thinking creatively and innovatively ▪ Being action-oriented ▪ Being results driven | <ul style="list-style-type: none"> ▪ Thinking creatively and innovatively ▪ Leverages connective and synergetic relations ▪ Supports continuous improvement ▪ Rewards and recognizes best practices |
| Duties | <ul style="list-style-type: none"> ▪ Provide strategic direction and leadership in the development and support of ATD chapter members ▪ Identify and examine future roles for chapters ▪ Bring issues of interest and importance to chapters to the attention of ATD ▪ Ensure the needs of the chapters are recognized and addressed ▪ Work with chapter relations managers to help chapters operate successfully | <ul style="list-style-type: none"> ▪ Review session proposals for the ATD Chapter Leaders Conference ▪ Recommend sessions for selection ▪ Identify programming gaps and recommend topics and speakers to fill those gaps | <ul style="list-style-type: none"> ▪ Solicit submissions from chapters ▪ Review submissions for best practices that can be replicated ▪ Promote CRC through all of ATD's established communication and networking venues ▪ Coordinate the reward and recognition of chapters whose submissions have been accepted ▪ Select the Chapter of the Month |

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|----------------------|---|--|--|
| Preferred Background | <ul style="list-style-type: none"> ▪ Knowledge of NAC activities ▪ Experience as an ATD chapter president (required) ▪ Ability to represent the Association’s issues to chapters and chapter issues to the Association ▪ Ability to think strategically ▪ Understanding of ATD’s strategy and structure, and its relationship to trends in business and the talent development industry ▪ Strong understanding of CARE ▪ APTD and CPLP credentials | <ul style="list-style-type: none"> ▪ Previous ALC attendance required (prefer attendance within one year of term) ▪ Experience with: <ul style="list-style-type: none"> ▪ leadership development ▪ working on a virtual team ▪ Prior ATD chapter leadership experience | <ul style="list-style-type: none"> ▪ Knowledge of CRC activities ▪ Experience with reward and recognition activities ▪ Prior ATD chapter leadership experience ▪ Experience working on a virtual team |
| Time Commitment | <ul style="list-style-type: none"> ▪ Three-year term ▪ Monthly virtual meetings ▪ Virtual committee meetings ▪ Time to perform committee assignments ▪ Ongoing engagement with chapter leaders from 10-12 chapters (via email, phone, and/or virtual meeting) ▪ NAC may meet in-person. (NAC will meet in May at the International Conference and the two days immediately following ALC in October). Airfare and some travel allowances are provided. ▪ Facilitate chapter leader sessions at ALC and/or International Conference ▪ Two consecutive unexcused absences may cause the majority of voting NAC members to declare a vacancy and ask the member to resign. | <ul style="list-style-type: none"> ▪ One-year term ▪ Monthly conference calls and/or virtual meetings ▪ Virtual committee meetings as needed (1-2/month) ▪ Time to perform committee assignments ▪ ALC attendance during the year of service on the ALC PAC. Please note that conference registration is waived but travel reimbursement is not provided. ▪ Workload may be heavier in the late summer and fall in preparation for ATD’s Chapter Leaders Conference. | <ul style="list-style-type: none"> ▪ Two-year term ▪ Monthly conference calls ▪ Virtual committee meetings ▪ Time to perform committee assignments ▪ Workload may be heavier in the late summer and fall in preparation for ATD’s Chapter Leaders Conference. |