

Manager Role

**Position Title: Speaker Manager**

Term: 15 months

Reports To: Dir. Of Programs

Voting Position: No

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Description:**

Deliver professional monthly member events guided by the ATD National Competency Model and member needs.

**Time Commitment:**

10 hrs./month, attendance at monthly member meetings, including those scheduled during early morning and evening hours.

**Key Competencies:**

Commitment, Teamwork, Reliability, Event Management, Communication

**Primary Responsibilities:**

* Work collaboratively with Director of Programs to implement overall strategy for the year.
* Exercise good judgement to support the profitability of monthly member meetings
* Ensure committee members procure speakers far enough in advance to post 6 months’ worth of upcoming monthly meetings on the website and calendar
* Insure that the speaker committee members execute on the roles and responsibilities outlined for them
* Work with Director of Membership to recruit new speaker committee members when turnover occurs
* Train incoming committee members and actively groom potential successors for your role
* Collaborate with Sponsorship Manager to ensure sponsors are welcomed at the meetings

**Success Measures:**

* Average member event attendance remains the same or increases over previous year
* Each member event has a speaker secured at least 5 weeks in advance of date
* Member Event dates and location are listed on website 6 months in advance
* Oversee at a high level that member events run smoothly including registration, catering, a/v and room logistics (report to Director of Programs if not)
* Member event evaluation summaries are sent to Director of Programs & Special Events

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| **Privileges:** | | **Additional Expectations:** |
| Free attendance at all chapter meetings | | Member of ATD Puget Sound chapter for term |
| Position listed on your resume and LinkedIn profile Opportunity to connect with ATDps members  Potential for career pathing into future Board positions | | Post comments/ engage in chapter’s social media  Meet success measures listed above  Advise Director of Programs of trends seen in |
|  | | meeting evaluations to inform future strategy |
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