

Board of Directors Role

**Position Title: Director of Special Events**

Term: 2 years

Reports To: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Description:**

Responsible for the strategic planning and oversight of all programming for the chapter by working collaboratively with the Director of Programs.

**Time Commitment:**

15 – 20 hours/ month

**Key Competencies:**

Strategic Planning, Communication, Collaboration

**Primary Responsibilities:**

* Work collaboratively with Director of Programs to create overall strategy for the year and an overall program calendar spanning 6 to 12 months that simultaneously meets the needs of chapter members and balances ATD competencies
* Manage Partnerships Coordinator, ELW Coordinator, Conference Manager, Registration Coordinator (see Management responsibilities)
* Communicate Board vision and decisions to direct reports
* Determine budget for all roles under Director of Special Events purview
* Ensure new direct reports go through ATDps onboarding process
* Work collaboratively with Director of Programs to review program evaluation data and annual membership survey results on a regular basis then make necessary changes to strategy or programming based on data trends
* Provide ad hoc support to direct reports in recruiting speakers or sponsors, or for day-of coordination for events, as needed
* Keep Board informed of resources and support needed and requested by direct reports
* Work collaboratively with other Board members to achieve mission and success measures for the chapter

**Management Responsibilities:**

* Provide regular coaching and guidance to direct reports to ensure alignment with overall program strategy as well as achievement of their listed success measures
* Meet regularly with direct reports (individually and as a group) to encourage cross-function communication, collaboration, problem-solving, idea sharing and a sense of support
* Ensure success of direct reports by providing advocacy, procuring needed resources, gaining support for activities and creating connections/ being a liaison
* Actively recruit for vacant direct report roles while conducting primary responsibilities of those roles until positions are filled

**Success Measures:**

* Strategic planning session is held in November, resulting in a 6 to 12 month program plan
* All direct reports meet 90% or more of success measures as listed on position descriptions
* 90% of direct reports indicate satisfaction with responsiveness, advocacy, and support

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| **Privileges:** | Member of ATD Puget Sound chapter for term |
| Free monthly chapter meetings | Member of ATD National for term |
| Voting member of the Board | Meet success measures listed above |
| 50% reimbursement of local chapter membership yr. 1  100% reimbursement of local chapter membership yr. 2  $100 reimbursement for National membership | Attend monthly Board Meetings  Attend Board retreats (semi-annually)  Post comments/ engage in chapter’s social media  Provide annual budget numbers |