

Board of Directors Role

**Position Title: Director of Research**

Term: 2 years

Reports To: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: No

Board Appointed: Yes

**Description:**

The Director of Research collects and analyzes data to help drive Board decision making and provide information to chapter membership.

**Time Commitment:**

8-12 hours per month, with more hours required around administering and analyzing the annual survey (typically April – June).

**Key Competencies:**

Data Analysis, Critical Thinking, Communication, Teamwork

**Primary Responsibilities:**

* Administer the annual membership survey
* Provide Board with report and recommendations based on research collected from membership, including the annual survey, strategically chosen interviews, and focus groups
* Curate research from ATD national and other chapters and summarize for Board to help guide Board or other decisions
* Gather, digest, and disseminate industry research from schools, journals, and thought leaders to chapter membership as well as the Board to exemplify continuous learning
* Work collaboratively with webmaster to ensure dissemination of research to our membership
* Ensure that research insights are shared through social media, in collaboration with the Social Media Coordinator
* Assist Board with other data and research related requests, as needed
* Oversee the Evaluations Coordinator and offer support to ensure success measures are met

**Success Measures:**

* Timely release of the annual membership survey, by April 30.
* Report results of the annual membership survey by June 15, including insights and recommended action items.
* Submit at least 8 newsletter articles (2 per quarter, on average) per year.
* Work collaboratively with the Social Media Coordinator to establish Thought Leadership through the chapter’s social media channels

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| **Privileges:** | | **Additional Expectations:** | |
| Free monthly chapter meetings & annual conference | | Member of ATD Puget Sound chapter for term | |
| Voting member of the Board | | Member of ATD National for term | |
| 100% reimbursement of local chapter membership during year 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 | |
|  | | Actively seek and develop leaders as potential successors for this role in the future | |
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