

**Volunteers Needed!  
Want to get some visibility and help GV ASTD?**  
  
Have you thought about getting involved with GV ASTD, but were unsure how to go about it? We have opportunities for you to make a big contribution in as little as just 2-4 hours per month.    
  
**Please review the needs detailed below and write to kelli.loveless@gvastd.org to get involved.**

**President Elect**

Key Objectives in area of responsibility: Partner with President and Immediate Past President to oversee achievement of chapter goal and objectives. Prepare to assume presidency in the following year. Success will be measured by how well each objective is met and cumulative impact on delivery of the value proposition.

* Lead monthly board meetings and periodic strategic planning meetings
* Facilitate the development of a forward- looking operating plan so that board and committee members can work together in an integrated way to deliver on GV ASTD’s value proposition
* Engage the entire board to develop a board leadership succession plan and oversee elections for the following program year. Recruit and fill the president-elect position.
* Support board member and SIG (Special Interest Group) initiatives.
* Develop and maintain strategic relationships and sponsors within the community .
* Oversee chapter administrative activities/requirements and stewardship of financial resources.
* Work with Marketing& Communications, Finance , and Professional Development to develop chapter sponsor opportunities and recruit sponsors to help support/fund chapter activities.
* Collaborate with the Professional Development and Membership to organize and facilitate annual All-Member’s meeting.
* 3-year commitment – 1 year as President Elect, 1 year as President, and 1 year as Immediate Past President
* 2-4 hours per week

**VP Membership**

Key Objectives in area of responsibility: Increase new and retain existing membership.

* First line introduction to new members. Create the value with a warm touch.
* Send Membership Kit that reflects the value associated with GV ASTD.
* Work with Marketing & Communications and Professional Development to develop and implement comprehensive member recruitment and retention plan.
* Work with Marketing & Communications to develop recruitment campaigns: Member referral; corporate membership; Expired/lost membership, sponsorship, and student members.
* Promote chapter activities (programs, SIGs) to prospective and new members.
* Collaborate with the Professional Development and President’s Team to organize and facilitate annual All-Member’s meeting
* Recruit 1-2 committee members and develop succession plan.
* 2-5 hours per week

Membership Committee Member

* Get to know our members, create and implement programs to support and drive membership.
* Support VP of Membership in a variety of projects.
* 3-4 hours a month.

Special Projects Committee Member

* Work with the board, local training professionals and vendors on behalf of the chapter.
* Assist with one-time events or kickoff a new initiative.
* Time commitment varies by project, generally in the range of 1-5 hours.

Chair of Sponsorship

* Work with the board, local training professionals and vendors on behalf of the chapter.
* Establish sponsorship "menu of offerings" (ways that businesses can support us, now loosely defined but needs to be formalized).
* Manage sponsorship program(s)
* 2-3 hours a month.

Sponsorship Committee Member

* Work with the board, local training professionals and vendors on behalf of the chapter. Establish sponsorship "menu of offerings". (ways that businesses can support us, now loosely defined but needs to be formalized)
* Manage sponsorship program(s).
* 2-3 hours a month.