

GTAC-ASTD VOLUNTEER OPPORTUNITIES

Do you want to get to know other professionals in your area and contribute to developing an active, vibrant local training community? Then volunteering for the Greater Toledo Area Chapter is for you!

ASTD has over 140 chapters that provide local networking and professional development opportunities for training, HRD, and performance improvement professionals across the United States. The leadership structure of these chapters varies widely and allows for a multitude of involvement options for interested volunteers. Listed below are some of the positions available across chapters.

President - Provides overall leadership to the chapter and leads the chapter in meeting the needs of its members. Leads the chapter board of directors. Often serves as liaison to ASTD national staff.

President-Elect - Provides leadership in the absence of the president. Develops plans for chapter improvements to be implemented during his/her presidential year.

Treasurer - Manages the chapter's finances and records. Provides information to the board of directors on the financial health of the chapter. Leads the chapter's budget development and tracking process.

VP of Professional Development - Designs and coordinates the chapter's programs. Designs and implements workshops, conferences, and other professional development opportunities to meet member needs.

VP of Membership - Coordinates the recruitment and retention of members. Maintains membership records and provides chapter board of directors with demographic and trend information.

VP of Marketing - Produces the chapter's newsletter and website. Supports membership recruitment/retention efforts as necessary. Coordinates communication with members and the general public regarding chapter events.

VP of Special Projects - Manages volunteer leadership opportunities, such as community service, position referral, special interest group leads, member involvement, awards, and nominations lead. Opportunities vary.

Committee Participation - For virtually every leadership role listed above there is a committee to support the leader. Committee members typically are given responsibility for a task or a component of the overall area.

While the responsibilities, time commitment, and qualifications are different for each of the above positions, there are some similarities:

- Term: Usually one year
- Travel Required: Presidents and Presidents-Elect attend the ASTD National Leadership Conference in Washington, DC. Travel for other chapter volunteers is minimal.
- Placement schedule: Usually in the fall, with terms beginning in January.