

# **Community Involvement Manager**

**Position Summary:**

The Community Involvement Manager reports to the VP for Professional Development and is responsible for selecting and running a project sponsored by the Chapter that has a strong connection to the learning profession, and may include student-focused programs, in the Tampa Bay region. By running an annual program the chapter promotes the Human Resources, Performance, and Learning and Development professions and gives back to the community by supporting worthy causes such as fundraising for students at an elementary school, mentoring college students interested in Human Resources and Learning professions, and participating in professional community events.

**Term:** One year; appointed by VP for Professional Development; position can be renewed or changed, as necessary, at the discretion of the Chapter Board.

**Time Commitment:** 5-7 hours a month

Estimated Time Requirements per month:

* Plan, recruit, meet and implement community project: 2 hours
* Manage all community-related issues: 2-4 hours
* Work with and provide updates to the VP for Professional Development: 1 hour

**Responsibilities:**

**Chapter Support**

* Research other professional organizations for ideas on how they approach community projects
* Select a project for the calendar year; present the community involvement project to the Chapter Board for approval and support
* Recruit volunteers, provide marketing for the project and anticipate funding need
* Maintain a list of community involvement project ideas for future use
* Plan and develop the annual Community Involvement project
* Create a list of skills & interests, available time, etc. that members will need to complete for the project
* Create a spreadsheet of expenses for the project or funds that need to be donated or raised; submit expense receipts with explanation to the VP for Finance for reimbursement
* Submit a report at the end of the community project to refer to if the chapter wants to repeat this project
* Provide a monthly update of the community involvement project to the VP for Professional Development for mention at Chapter Board meeting
* Maintain and update records relevant to position for benefit of successor
* Before end of Board term, recommend at least two potential candidates for the position and train successor

The positions that the Community Involvement Manager is supported by:

* VP for Professional Development
* VP for Finance
* VP for Marketing and Communications
* Webmaster
* Newsletter Editor
* Social Media Manager

**Qualifications:**

* Skilled in written and verbal communication, personal interaction, and problem-solving
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Ability to delegate tasks and monitor follow-through
* Strong analytical and networking skills
* Has a willingness to advocate for the chapter
* Ability to seek others out as volunteers
* A member in good standing of the local chapter

**ATD Resources:**

[Chapter Coach](http://www.astd.org/membership/ChapterLeadership/ChapterServicesDepartment/)

[National Advisors for Chapters (NAC)](http://www.astd.org/membership/ChapterLeadership/ChapterCommittees/National+Advisors+for+Chapters-NAC.htm)

[Chapter Affiliation Requirements (CARE)](http://www.td.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Sharing Our Success (SOS)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Leadership Connection Newsletter](http://www.astd.org/membership/resourcesForChapterLeaders/ChapterLeadership/Resources/LCN.htm) (LCN)

[Toolkits](http://www.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

[ATD Leadership Institute (ALI)](http://www.astd.org/membership/ChapterLeadership/LeadershipDevelopmentPrograms/ASTD+Leadership+Institute+%28ALI%29.htm)