



CH 8029

VICE PRESIDENT INTEREST GROUPS



Key Role	Provide leadership for all GIGs, SIGs and other interest groups
Positions Overseen	<ul style="list-style-type: none"> ▪ Director, GIGs ▪ Director, SIGs ▪ Director, Eugene ▪ Director, Salem ▪ Director, Vancouver ▪ Director, Learning Directors Forum ▪ Director, Tools for Training Managers ▪ Director, eLearning ▪ Director, Transition ▪ Director, Mediation ▪ Director, Social Learning
Responsibilities	<ul style="list-style-type: none"> ▪ Follow Chapter bylaws, policies and procedures. Strive to fulfill the Chapter’s mission, values, and strategic plans. ▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position. ▪ Work with the VP of Finance to examine operations and expenses. Participate in budget development. ▪ Ensure that the strategic issues and plans identified by the Board remain a primary focus throughout the year. ▪ Help Interest Groups meet member needs in a professional, responsible manner. ▪ Recruit and mentor Directors and other volunteers to assist with ongoing running of Interest Groups. ▪ Provide resources and tools for ongoing sustainability of Interest Groups. ▪ Evaluate opportunities across the membership for both short-term and long-term Interest Groups. ▪ Coach members in starting new Interest Groups when warranted. Work with the Interest Group teams to form strategic plans. ▪ Serve as Interest Group liaison to the Board. ▪ Monitor and tend to Interest Groups throughout the groups’ operational life cycles. ▪ Provide speaker suggestions to groups. <p>Assume other duties, including special projects as needed by the President and Board.</p>

Qualifications	<ul style="list-style-type: none">▪ Elected by membership vote.▪ Maintain active Chapter and National ASTD membership as required by Chapter bylaws and National ASTD.▪ Maintain email account and have Internet access to Chapter web site.
Term of Office	One year.
Time Commitment	4 to 8 hours per week. This includes: events, meetings, retreats, conferences and the above responsibilities.