



ASTD Maryland Chapter
<http://maryland.astd.org>
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Professional Development Director

Position Summary:

Professional Development Director leads efforts to provide Chapter members professional development opportunities through Special Interest Groups (SIGs), the ASTD Maryland job board, the CPLP Support Program, and other workshops and special programs.

Time Commitment:

Term: Two years

Responsibilities:

Special Interest Groups (SIGs) – 2-3 hours per month

- Determine possible SIGs that are relevant to ASTD Maryland members
- Recruit chair(s) for each SIG
- Along with SIG chair(s), review and finalize SIG agreement with chapter
- Ensure SIG events are published on the ASTD Maryland website, in monthly newsletters and social media sites

CPLP Support Program - 2 hours per month

- Understand the CPLP certification program
- Assist individuals interested in pursuing the CPLP certification by organizing study groups and providing other resources
- Work with Communications Director to recognize individuals in the state of Maryland who attain CPLP certification

ASTD Maryland Job Bank – 1 hours per month

- Work with Communications Director to inform members and non-members of job board
- Enter jobs into ASTD Maryland job bank
- Provide access to resume and career advice through workshops and articles

Board Participation – 8- 10 hours per month plus travel time

- Attends all board meetings
- Assists with the creation of a Professional Development budget
- Represents the chapter professionally and ethically
- Participates in ASTD Chapter Leadership Conference (ALC)
- Recruit, train and manage professional development committee
- Communicates with all board members, individuals responsible for website, and committee members about routine issues
- Attend chapter programs and regular committee meetings

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, delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- Time available to fully participate in chapter events
- This position requires joint membership to ASTD National and ASTD Maryland Chapter.