

Sharing Our Success (SOS) Submission Form

Chapter Name:	Greater Las Vegas
Chapter Membership Size:	Small (Less than 100)
Chapter Contact Person:	Jeff Miller
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Phone Number:	
Chapter Board Position:	VP of Programming and Professional Development
Chapter Website URL:	https://atdlasvegas.org/
Submission Title:	Using an AI Agent to Creat a Governance Document Library
What did you do? (a 2-3 sentence summary of your effort):	Using only free tools already available through our Google Workspace for Nonprofits account, we built and launched a governance document library - a Google Sites dashboard backed by Google Sheets - that gives all board members instant, filtered access to every governance-related document in one place. The library currently houses SOPs, the chapter Constitution and Bylaws, the annual budget, and all board member Roles and Responsibilities documents. It was built in a single day at zero cost using AI-assisted development.
Who benefitted from this effort (Target Audience) Check all that apply:	Board Members

Why did you do it? What chapter needs were addressed?

ATD Greater Las Vegas is in the process of formalizing its chapter operations through a comprehensive SOP library. As that project progressed, it became clear that creating documents without a reliable way to find them would perpetuate the exact problem we were trying to solve. Board members - especially new ones - had no single place to locate governance documents. Finding anything in Google Drive required manual searching by file type, and the only reliably findable documents were ones that happened to appear in someone's recently viewed list.

This is especially critical for Las Vegas because we do not use Wild Apricot, which means our processes differ from most ATD chapters. New board members cannot rely on familiarity with a common platform, nor can they turn to board members at other chapters for guidance on how to perform specific administrative functions. They need clear, accessible documentation of how Las Vegas specifically operates. The library is designed to be a core component of board onboarding going forward.

What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)

The library was built and made live within six hours - from 10:00 AM to 4:00 PM on a single day - at zero cost to the chapter. The library currently contains 17 documents: three SOP drafts, the chapter Constitution and Bylaws, the annual budget, and 12 board member Roles and Responsibilities documents.

Before the library existed, locating a specific governance document required a manual Google Drive search with no guaranteed result - the only reliably accessible documents were those that appeared in a board member's recently viewed files. The library eliminates that problem entirely.

The established document lifecycle - In Development, Draft, Active, and Archived - ensures the chapter maintains a complete record of every document and its revisions over time, supporting both operational continuity and audit readiness.

The pilot review with the Chapter President-Elect took 15 minutes and resulted in an immediate endorsement, along with one recommendation that was incorporated before launch. Upon going live, the Chapter President responded: "I LOVE, LOVE, LOVE this."

**What steps did you take to implement this effort?
(Remember that other chapter leaders will use this to replicate the effort. Be specific)**

Identified the Need

As the chapter's SOP formalization project progressed, it became apparent that a central, accessible location for governance documents was essential - otherwise new documents would simply get lost in Google Drive like everything before them.

Chose Tools Already Available

Rather than purchasing software or hiring a developer, we identified that Google Sites and Google Sheets - both included in our existing Google Workspace for Nonprofits account - could support the full solution at no additional cost.

Created a Dedicated Document Library Folder in Google Drive

A new folder was created in the chapter's Google Drive specifically to house all documents available through the dashboard. Existing documents were copied into the new folder and added to the Google Sheet - no originals were deleted during this phase. Once the library has been validated, original documents will be removed from their previous locations, and all future documents will be uploaded directly to the library folder. This eliminates the need for multiple governance and role-based folders scattered across Google Drive, as the dashboard handles locating and opening documents without requiring a traditional folder structure.

Built the Dashboard Using AI-Assisted Development

The dashboard was built using an AI tool (Claude by Anthropic, though any comparable AI tool can replicate this process). The AI generated the filtering interface code, offered design suggestions, and provided step-by-step guidance through the Google Sites build. No prior web development experience was required.

Downloaded and Embedded the Dashboard Code

The AI generates the dashboard as a downloadable HTML file. Once downloaded to a local computer, the file is opened with Notepad to access the raw code. That code is then copied and pasted into Google Sites using the HTML embed block - the location where the dashboard interface lives on the site. Google Sites allows you to preview and test the embedded tool before publishing.

Structured the Backend in Google Sheets

A Google Sheet serves as the data source for the dashboard. Each document is logged as a row with metadata including title, owner, document type, status, and a direct link to the file in Google Drive. The dashboard reads from this sheet and renders it as a filterable, browser-friendly interface.

Defined Document Lifecycle Statuses

Four lifecycle statuses were established from the start: In Development (being written by the owner), Draft (uploaded and under validation review), Active (approved and ready for use), and Archived (superseded documents retained for reference). This structure ensures the chapter maintains a complete record of every document and its revision history.

Configured Permissions

Permissions were set at two levels. All board members receive an ATD Las Vegas Google account as part of standard onboarding, managed by the VP of Technology. Board members were granted editor access to both the Google Sheet and the Google Site - not just the document library folder. This is intentional: if the board member who built the library leaves the board, access and control of the library does not leave with them. Anyone accessing the Site via a shared link without an ATD Las Vegas account receives viewer access only. This permission structure allows the Site to read data from the Sheet and populate the dashboard correctly.

Piloted with the President-Elect

A working prototype was reviewed in a 15-minute session with the Chapter President-Elect. He endorsed the concept immediately and recommended expanding scope beyond SOPs to include all governance documents. That recommendation was incorporated before launch.

Expanded Document Scope

Based on the pilot feedback, the library was expanded to include the chapter Constitution and Bylaws, the annual budget, and all 12 board member Roles and Responsibilities documents - in addition to the SOP drafts already in progress.

Launched to the Full Board

The completed library was made available to all board members the same day it was built. Screenshots of the dashboard are included with this submission.

Is there anything you would do differently?	Do it sooner. The most common reaction from board members who have seen it has been some version of "why didn't we have this before?" There was no cost, and any technical barrier was easily overcome through the use of AI vibe coding - the tools were already available. In hindsight, establishing a centralized document library should be one of the first infrastructure decisions a chapter makes, not something that gets built mid-project when the absence of it becomes a bottleneck.
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When did you start working on this effort?	Jun 14, 2026
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When did this effort go live?	Jun 15, 2026
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Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	6
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What resources did you use? Check all that apply:	Board Members
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Which board positions were involved in the effort?	VP of Programming
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Do you have any additional insights to share with other chapters implementing this effort?

The single biggest enabler of this project was already sitting in our Google Workspace - we just hadn't used it this way before. If your chapter has Google Workspace (free for nonprofits through Google for Nonprofits), you have everything you need to build this.

Any AI tool - Claude, ChatGPT, or comparable platforms - can generate the dashboard code. The AI produces a downloadable HTML file. Open it with Notepad, copy the full code, and paste it into a Google Sites HTML embed block. Google Sites lets you preview and test before publishing. From there, set your Sheet and Site permissions, add your documents to the Google Sheet, and the dashboard is live.

The dashboard is fully scalable in two ways. First, the content is scalable - as the chapter produces more SOPs, they get added as rows in the Google Sheet and immediately appear in the library. Future document types - board meeting minutes, strategic analyses, member-facing resources - can be added without rebuilding anything. Second, the functionality itself is scalable. Using AI vibe coding, the dashboard can be enhanced over time - new document types, additional search and filter options, or entirely new features can be added in future sessions without starting from scratch. The AI handles the code; the board member directs the outcome.

Finally, don't wait until your SOP library is complete to build the infrastructure for it. Build the library first - then populate it. Starting with a nearly empty dashboard is far better than finishing a stack of documents and having nowhere reliable to put them.

Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to sos@td.org)

<https://www.formstack.com/admin/download/file/19698661664>

additional supporting documents: <https://www.formstack.com/admin/download/file/19698661697>

How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:

Chapter Leader
ATD Chapter Leaders Conference (ALC)
NAC Area Call

Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in October of each year at td.org/alc. Selected session facilitators receive complimentary registration.

Yes

email_consent

true
