

Consultant and Entrepreneur SIG Charter

Purpose: The purpose of the Consultant and Entrepreneur SIG is to provide an environment within ATD KC where independent consultants, contractors, and small business owners can thrive. Our unique community is made up of talent developers, instructional designers, learning and organizational change consultants, coaches, learning executives, and business owners. We exist to serve each other and learn from each other, develop referral networks, and provide for peer support and mentoring. The SIG strives to be a resource to all ATDKC members who are considering starting their own business or practice or who are already leading and developing businesses within a more traditional corporate structure.

When: The group meets monthly in virtual facilitated meet ups and quarterly in-person events for networking, knowledge sharing, and socializing.

How: Our approach is designed to evolve as the group's needs grow and change.

Anticipated Outcomes:

1. Bring independent consultants, contractors, and business owners together for the purpose of collaboration and networking.
2. Build upon our existing foundation and expand our community in new, innovative ways.
3. Create a centralized place to support and assist those in their business development activities.
4. Provide a support network for those interested in launching a new venture and who are managing their own business.
5. Provide an appropriate mechanism for consultants to educate non-consultants about our services and how we can possibly work on a project where they don't have the capacity.
6. Offer knowledge sharing sessions and microlearning topics that people are interested in at the monthly virtual meeting.
7. Bring like-minded folks* within our chapter together in-person on a quarterly basis for events (*i.e., Happy Hours, Baseball Games, etc.,*)

Governance Structure (Holistic-Collaborative)

Our model creates a natural succession and slates the SIG Leader based on a past commitment to the SIG and experience with our events and work.

The goal is to create a strong foundation based upon ATD & community service, shared governance, and support of future SIG Leaders.

The model aids us in this aim by creating an experiential understanding of the commitment/expectation/workload prior to taking on a full leadership role within the SIG and ATDKC.

- A) Our SIG will always have three SIG principals to form a co-op.
 - 1) SIG Leader (*Board Position*)
 - 2) Two SIG Co-Leads
- B) SIG Leader and Co-Leads are equal participants in almost every way. There is a commitment to check egos at the door in support of collaboration. The one difference is that the SIG Leader has an added responsibility to attend ATDKC board meetings and represent the SIG as the primary point of contact for chapter members.
- C) Prior to adding the responsibility of SIG Leader, our model requires candidates to serve as SIG co-leader for at least one year. – *For example, I did that under Shannon Swift who was our first SIG Leader.*
- D) The longest standing co-op member earns the right of first refusal when a SIG Leader position is naturally vacated – which should be and is planned to be once per year. When there are two co-op members that joined at or around the same time, then the co-op will review together the best plan for succession based upon the principles of time, energy, interest, and co-ops collective intuition. This transition work will begin in September/October timeframe each year.

Sessions Format

- 1) **Meeting Times:** Every second Thursday of the month from 8:30AM to 10:00AM (*90-minute sessions*)
- 2) **Virtual or In-Person:**
 - a. We meet virtually nine times per year and in-person once per quarter.
 - b. In-Person meetings are always the second month of the quarter – So, February, May, August, and November. There will be themes to these meetings, and they will typically be a workshop or presenter format (*or mix of both*)
- 3) **Designs:** We employed three session designs last year.
 - a. **Solutions Workshop**
 - i. **Pick a topic** we have a question about (*i.e., Time & energy*)
 - ii. **Discuss issues** (*i.e., challenges/opportunities*) **AND document solutions** - *90 minutes all together and/or in small groups*
 - iii. **Present back** to the SIG those ideas/solutions in the form of a guide or sorts (*see attached checklist from August*)
 - iv. **Publish** -- My hope is that these are then publishable/shareable later and through ATD (*if possible/approved*) -- or another avenue ... I am planning to wait though until we have a few under our belt before that though.
 - b. **Expert Presenter** – Every second month of each quarter (*February, May, August, November*) – we meet in person. In the past we have done workshops and interactions with experts.
 - i. Seek to answer a question we have and that might already have an answer.
 - ii. Invite an expert to share their solutions
 - iii. **Example:** Shannon Spiess from the KC Chamber presented in December because so many of us were clueless about the Chamber and what it does.