**ATD <Chapter> Interview Guide**

**Contents**

**Self-selection/nomination process**

**Board Role Descriptions**

President-Elect

President

VP Finance

VP Marketing

VP Membership

VP Operations

VP Programs

VP SIGs

VP Talent Management

VP Technology

**Board Selection Interview Questions**

**Interview Evaluation Form**

**Self-selection/nomination process**

Note: Although you may apply for a specific Board position, we may ask you to consider taking on a different role based on your skills, experience, and Board needs.

To nominate yourself for a Board position for the YYYY calendar year, please email the following to <President-Elect Name> at <President-Elect email> by 5 p.m. on <insert date>:

1. One-page letter citing: the role you seek, a brief explanation of your background (skill set and experience) that qualifies you for the position, and a brief biographical statement.
2. Current copy of your resume/CV.

All candidates will participate in phone interviews with members of the Nomination Committee. If selected, candidates must become members of ATD national if they are not already. The final Board slate will be voted on by the full Chapter membership.

**ATD <Chapter> Board Position Descriptions**

***President-Elect***

**Summary:** The President-Elect acts for the President in the President's absence or at the discretion or direction of the President, and will assume the President's role the following year (year 2), and continues in an advisory role as Immediate Past President (year 3). The President-Elect serves as Chair of the Nominating Committee, and facilitates planning in preparation for his or her term as President.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position

**As President-Elect:**

* Acts for the President in the President’s absence or at the discretion or direction of the President and will assume President’s role the following year
* Acts as the Chapter’s liaison to ATD National so that the Chapter takes advantage of its resources, network and Chapter promotional opportunities
* Represents the Chapter with ATD National and various business development and public relations venues
* Observes the President and other board members to learn how the chapter operates and facilitate his/her transition to President the following year
* Serves as the Chair of the Nominating Committee and facilitates planning in preparation for his or her term as President
* Collaborates with leadership team to ensure that the Chapter is effectively identifying, recruiting and tasking potential volunteers who may become future Chapter leaders
* Defines their goals and objectives for the following year
* Coaches existing board members when appropriate

**Desired Qualifications**

* Strong leadership, strategy and execution skills
* Strong analytical and decision-making skills
* Experience leading organizations, people, strategy and large projects, including the development of teams and for own succession planning
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Stays current in field of talent development
* Good verbal and written communication skills
* Strong interpersonal skills

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***President (when there is no President-Elect)***

**Summary:** The President chairs the ATD <Chapter> Board of Directors and oversees all functions and work of the Chapter.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position

**As President:**

* Chairs and oversees Board meetings
* Defines Chapter theme, goals and objectives for his/her Presidency year
* Defines Chapter budget in collaboration with Chapter functional VPs and VP of Finance
* Serves as advisor and consult for all functions
* Coaches existing board members when appropriate
* Collaborates with leadership team to ensure that the Chapter is effectively identifying, recruiting and tasking potential volunteers who may become future Chapter leaders
* Discerns candidates and appoints leadership positions in cases of vacancies with input from the Board
* Manages and oversees work of the Chapter Administrator
* Continues as Immediate Past President and serves on the Board of Directors the following year with primary responsibility to advise the new President and Board, participate as part of the Nomination Committee, and take on other special project(s) as appropriate
* Maintains communication and relationship with ATD National

**Desired Qualifications**

* Strong leadership, strategy and execution skills
* Strong analytical and decision-making skills
* Experience leading organizations, people, strategy and large projects, including the development of teams and for own succession planning
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Stays current in field of talent development
* Good verbal and written communication skills
* Strong interpersonal skills

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Finance***

**Summary**: The Vice President of Finance is responsible for the financial strength of the Chapter so it can achieve its strategic goals.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Finance:**

* Performs general accounting duties for the Chapter finances
* Maintains financial books for Chapter
* Maintains all Chapter financial accounts and essential records
* Presents monthly financial status report to President and Board during regular board meetings
* Responsible for submitting the chapter’s annual federal tax return during Nov of their year of service; confirms filing date every year
* Ensures that Chapter meets all State and Federal regulations
* Pays annual insurance premiums and reviews coverage annually to ensure that it is adequate
* Assists Chapter Board with receiving and tracking revenue generated by professional development and fundraising events
* Pays bills upon receipt of invoices for expenses
* Partners with VPs of Marketing and Membership on pricing and promotion strategies
* Works with President to identify and hire an accountant for an external audit of the Chapter books every 3years; and ensures an internal audit takes place every 1 year
* Chairs the Finance Committee which includes the President, President Elect and Past President

**Desired Qualifications**

* Relevant finance experience
* Strong attention to detail
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Stays current in field of talent development
* Good verbal and written communication skills

***Vice President Finance - continued***

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Marketing***

**Summary:** The Vice President Marketing is responsible for the communication/brand strategy - internal to the Chapter and external to the public-at-large, and is also responsible for developing and growing sponsorship in the Chapter.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Marketing:**

* Develops an annual marketing plan to increase visibility and presence of the Chapter in New York City metro area among local learning/talent development professionals and organizations
* Partners with the VP of Membership to develop strategies that achieve the growth and retention of Chapter membership
* Works with other board members to create a Chapter Value Proposition
* Chairs the Marketing Committee; identifies, recruits and coordinates volunteers in order to accomplish the plan
* Manages the Chapter’s public image through communications, promoting the chapter internally and externally
* Sets Chapter communication guidelines; partners with other board members to ensure all messages are delivered in a timely and effective manner
* Updates the ATD <Chapter> Brand Book and the Chapter key messages as needed
* Develops and implements new Sponsor recruitment programs, and maintains Sponsor relationships
* Supervises the Director of Social Media who is responsible for the chapter’s overall Social Media strategy to support ATD <Chapter> chapter goals and message.
  + The Director of Social Media:
    - Develops a strategy and schedule for marketing upcoming events, speakers, and news via social media
    - Develops a strategy and schedule for posting content that enriches our members based on their expressed areas of development
    - Develops a strategy to establish and grow a dynamic online Chapter community
    - Is familiar with how companies and member organizations leverage social media to attract, engage, and retain customers/members
* Supervises the LinkedIn Writer’s Group – which writes articles about chapter events and members (if necessary, appoints a volunteer to lead the LinkedIn Writer’s Group)

**Desired Qualifications**

* Working knowledge of marketing fundamentals; marketing experience is a plus
* Strong interpersonal skills
* Good verbal and written communication skills
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others

***Vice President Marketing - continued***

* Strong decision-making ability
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Stays current in field of talent development

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Membership***

**Summary:** The Vice President Membership is responsible for the strategy to recruit, onboard, and retain membership in the Chapter.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Membership:**

* Has overall responsibility for strategies that achieve the growth and retention of Chapter membership
* Develops and manages a Chapter Membership plan for the year which includes specific goals and activities designed to meet those goals
* Chairs the Membership Committee; identifies, recruits and coordinates volunteers in order to accomplish the plan
* Develops and implements new member recruitment programs
  + - Coordinates activities to increase the membership, such as the Gather & Share events
    - Appoints a Committee Chair to manage Gather and Share programming as a new member recruitment vehicle; supervises the activity of the Chair and helps identify opportunities to increase the impact of these events on behalf of the chapter
* Develops, implements and reviews retention activities to reduce lapsed membership rates, such as:
  + New Member Welcome Webinars
  + Ambassador Program (or something similar)
  + Initiatives to identify reasons for non-renewal
  + Yearly membership survey
* Develops a strategy to attract and retain Corporate Members
* Analyzes and reviews the impact of recruitment and retention activities on an ongoing basis, including conversions of non-members to members and their effect on increasing PowerMembership
* Coordinates activities to identify reasons for non-renewal of membership
* Reports to the Chapter President and Board of Directors on a monthly basis membership changes and trends, and impact of programs to attract new members and retain current members
* Ensures membership data is accurate, up-to-date, and backed up on a regular basis
* Partners with VPs of Marketing and Finance on pricing and promotion strategies

**Desired Qualifications**

* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others

***Vice President Membership – continued***

* Strong decision-making ability
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Strong analytical skills
* Stays current in field of talent development
* Good verbal and written communication skills
* Strong interpersonal skills

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Operations***

**Summary:** The Vice President Operations serves as head of Operations for the Chapter and is responsible for the development, maintenance, and inventory of all official records, reports and correspondence for the Chapter, most importantly, the Chapter’s Annual CARE Report submission to ATD National. He/she takes the necessary actions to ensure Chapter compliance with all governing bodies, regulations, rules, and requirements. The VP of Operations also works with the Chapter Administrator on special projects as requested by the President.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Operations:**

* Partners with the President and Board members to develop an Operations plan for the year and ensures completion of the plan
* Completes annual CARE Report Survey and submits to ATD National by January deadline
* Produces dashboard for Chapter, to report on Chapter data and trends
* Ensures that Position Descriptions for all Chapter Officers and staff will be kept up to date
* Maintains and archives all appropriate Board records on Google Drive for Board leadership to access
* Contacts Board members to guarantee registration with National by January 31
* Reviews Chapter operations for adherence to By-laws and items agreed-upon in Board meetings; keeps track of the history of agreed-upon items
* Maintains inventory of ATD <Chapter> chapter records and any items in storage
* Maintains the master copy of Articles of Incorporation and By-laws
* Maintains all Chapter records, making records available to the President, President-Elect, Vice President Finance, and other officers so empowered by the By-laws on demand, and making all pertinent records available for periodic audits of Chapter Finances
* Coordinates with Chapter Administrator and with VP Technology ensuring Chapter documents are maintained electronically and available to Board
* Takes all necessary actions to ensure Chapter compliance with all governing bodies, regulations, rules, and requirements
* Works with Chapter Administrator on special projects as requested by President

***Vice President Operations - continued***

**Desired Qualifications**

* Strong organization skills; relevant experience in document management and data storage tools such as
* Google Drive
* Strong attention to detail
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others
* Track record for delivering results; takes accountability and initiative for achieving established goals. Stays current in field of talent development
* Strong interpersonal skills
* Excellent verbal and written communication skills

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Programs***

**Summary:** The Vice President Programs is responsible for monthly Chapter program planning (not including SIG events), workshops series, webinar series and the Chapter’s online professional development assets.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Programs:**

* Develops an annual plan for the monthly Chapter programs consisting of events, workshops, webinars and resources (program collateral materials, Growth and Performance System, and Knowledge Center) on cutting edge topics aligned with the ATD Areas of Expertise.
  + Ensures the programs include learning objectives, value propositions, and speakers who are thought leaders
  + Holds at least 12 in-person chapter events each year, including the
    - December holiday party (which is also chapter’s “annual meeting”) and the
    - June/July mixer event with peer organizations
  + Coordinates with other organizations and with ATD <Chapter> SIGs to potentially share speakers, co-sponsor sessions, or hold networking mixers
* Chairs the Program Committee; identifies, recruits and coordinates volunteers to accomplish the plan
* Produces programs in conjunction with Program Committee:
  + Obtains commitment from program presenter(s); including resources for publication on the website
  + Writes powerful program descriptions that attract participants to events
  + Produces companion marketing for website posting, e-blast, and social media
  + Manages event logistics including securing an event location, contacting venue coordinator about presenter’s equipment needs, placing order for food and drinks, and remote access to events if appropriate
  + Oversees creation and distribution of program evaluations and compilation of results for communication to the Board
* Coordinates with VP Technology and other board members to communicate program information well in advance of events
* Supervises the Webinar Series Leader/committee
* Supervises the Workshop Series Leader/committee
* Supervises Professional Development Leader/committee

**Desired Qualifications**

* Exceptional interpersonal skills, especially with speakers and thought leaders
* Instructional design experience is a plus

***Vice President Programs* *– continued***

* Can collaborate with board and committee members to source excellent program presenters by tapping into personal and professional networks
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others
* Strong decision-making ability
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Is resourceful: can find ideas and modify them into the best solutions
* Stays current in field of talent development
* Good verbal and written communication skills

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Special Interest Groups (SIGs)***

**Summary:** The Vice President Special Interest Groups is responsible for supervision of all Special Interest Groups (SIG) and the recording and publishing of specified SIG program content to the Board and members.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Special Interest Groups:**

* Works with SIG leaders to develop the skills necessary to deliver successful events that both educate members and help build community within the Chapter
* Coaches SIG leaders to analyze their audience and develop a strategy/programming mix to reach them
* Supervises, coordinates and implements SIG standards for all Chapter SIGs, in adherence with the Chapter Leadership Guide
* Coaches and mentors SIG leaders in protocol and Chapter representation
* Enforces attendance protocols; summarizes attendance histories to report to the Chapter Board
* Ensures creation and distribution of program evaluations and compilation of results for communication to the Board and other appropriate parties
* Provides guidance to SIG leaders, as needed, pertaining to SIG operations such as identifying leaders/volunteers, brainstorming venues, marketing, promoting and running events
* Facilitates scheduling of SIG programs to interface with broader programming schedule ensuring advanced posting of events and minimizing date conflicts
* Monitors the publishing of SIG events on Chapter website and eblast notifications to Chapter email list
* Actively promotes SIG programs at Chapter meetings directly or through a designee
* Monitors SIG best practices and challenges to share with SIG leaders and Chapter Board
* Fosters SIG collaboration and SIG leaders’ relationship building

**Desired Qualifications**

* Ability to coach others
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others
* Strong decision-making ability
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Stays current in field of talent development
* Strong interpersonal skills; Good verbal and written communication skills

***Vice President Special Interest Groups (SIGs) - continued***

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year Chapter/SIG/other)

***Vice President Talent Management***

**Summary:** The Vice President of Talent Management is responsible for developing the Chapter volunteer talent so that the leadership bench and pipeline are strong.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Talent Management:**

* Develops and implements a strategy for building a pipeline of potential Chapter leaders from entry level volunteer all the way to executive leadership. This includes the design of progression pathways, developmental support, activities to build volunteer community, and recognition of volunteers.
* Chairs the Talent Management Committee; identifies, recruits and coordinates volunteers in order to accomplish the plan
* Supervises the Director of Volunteers who identifies, recruits and tracks member volunteers
* Collaborates with board members to document short term and long term volunteer support needs, works with Director of Volunteers to utilize this "guide" in placement of volunteers
* Leads the talent management process, including periodic talent evaluation, review and development planning
* Serves as a performance consultant to the Board o ensure it functions as a high-performing team
* Coaches board members to make them more comfortable and productive in their roles

**Desired Qualifications**

* Organizational development experience
* Experience developing high performance teams
* Coaching experience
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others
* Strong decision-making ability
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Stays current in field of talent development
* Good verbal and written communication skills

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

***Vice President Technology***

**Summary:** The Vice President Technology defines the technology strategy to ensure the Chapter meets its strategic objectives of engaging membership and strengthening the ATD New York City brand.

**Primary Responsibilities**

**As a member of the Board of Directors:**

* Shares responsibility for the leadership of the Chapter
* Operates the Chapter according to the highest ethical and fiduciary standards
* Demonstrates teamwork and support of other Board members
* Maintains the Playbook for his/her Board position
* Develops his/her successor
* Actively engages in their successor's transition to ensure continuity of chapter initiatives:
  + Recruits candidates to be considered, prepares the selected candidate for their function, and remains a consultant to their successor, as needed.
* Builds, leads, and develops his/her team of volunteers, or committee

**As VP Technology:**

* Defines the technology portfolio needed to support the Chapter’s operating and communication needs
* Chairs the Technology Committee; identifies, recruits and coordinates volunteers to accomplish the plan
* Supervises the Chapter Webmaster and the Webinar Manager
* Provides expertise to fellow Chapter leaders and volunteers on how to use technology to meet specific goals
* Assesses, proposes and leads the implementation of new technology for the Chapter to meet its goals, including tools to make Chapter operations more efficient or effective
* Mitigates risk for the Chapter by managing security processes for technology accounts, account set ups, password management, permissions, etc.
* Ensures the Chapter Webmaster, Chapter Administrator and other volunteers are appropriately trained on our technology platforms

**Desired Qualifications**

* Relevant technology expertise – websites, social media, virtual classrooms, webinars, mobile, membership platform and database
* Stays current in technology trends
* Experience leading organizations, people, strategy and large projects, including identification of talent, delegating to people’s strengths and interests, coaching and developing others
* Strong decision-making ability
* Track record for delivering results; takes accountability and initiative for achieving established goals
* Good verbal and written communication skills
* Stays current in field of talent development

**Other Requirements**

* Member of ATD <Chapter> in good standing
* Member of ATD National in good standing
* Attendance at a minimum of 9 Monthly Chapter Events, with a total of 12 events for the year (Chapter/SIG/other)

**Board Selection Interview Questions**

**Core Questions**

1. Tell us about your involvement in the chapter i.e. meetings attended, volunteer experience, etc. (Commitment)
2. Why do you have an interest in this specific role? What relevant experience do you have? (Leadership, Execution)
3. What experiences do you have working with an organization's board, like ATD <Chapter>?  Describe your experiences working cross-functionally to achieve a goal.
4. Board Directors are charged with assisting the President in defining vision and strategy, and then leveraging their teams to execute. Describe your experiences leading a team. How will you build, develop and lead a team of volunteers for the \_\_\_\_\_\_ function? (Leadership, Interpersonal, Results, Develop Others)
5. FUNCTION SPECIFIC QUESTIONS – SEE BELOW
6. How would you balance work/home/ATD? (Commitment)
7. Is there anything else we should know about your ability to fulfill this role before we conclude our conversation today?

**Function Specific Questions**

**For returning Board members:**

* What contributions have you made this year? What was the impact on the Chapter and members?
* What would be your key goals for this function next year? Tell us how you plan to achieve these goals?

**President-Elect**: How ready are you to commit for three years to lead this chapter? It is a significant time commitment. If you were selected, what would be your vision for the Chapter in 2018? What new ideas do you have for the Chapter that you would consider during your Presidency?

**Finance**: What role can finance play in providing support and direction to the board/chapter?  Share an example of how you have provided support in this area in the past. What are some of the key decisions we should be making, based on finance trends/analyses? (Understanding that you may not know the specifics of our numbers or budgeting process)

**Marketing**: What ideas do you have that will increase visibility and presence of the Chapter in New York City metro area among local learning/talent development professionals and organizations? How will you manage the Director of Social Media and LinkedIn Writer’s Group and the Marketing Committee? What do you see as the member value proposition?

How will you attract sponsors and maintain sponsorship of the Chapter?

**Membership**: What ideas do you have for recruiting, engaging, and retaining members, and determining whether they are getting value out of their membership? What do you see as the member value proposition?

**Operations:** What ideas do you have for improving the Operations of the chapter? How would you recommend the chapter maintain its files and increase its efficiency in preparing its annual CARE report? How will you go about creating a dashboard for the chapter to help drive operations? What types of data might you want to include in the dashboard?

**Programs**: The majority of our members come to us for professional development and networking opportunities. Based on what you know about our monthly Chapter meetings, webinars and other programming, how can we enhance the value of these experiences to our members' careers?

**Special Interest Groups**: What 2-3 things do you see as critical for the success of the Special Interest Groups? How would you directly play a part in their success?

**Talent Management**: How will you build a leadership pipeline and an engaged community of volunteers? Where and how have you done this in the past?

**Technology**: Describe your experiences where you have implemented technology changes, including the reasons and impact of the changes.  What obstacles did you face and how did you overcome them? How can the Chapter better use technology to improve the member experience?

**ATD <Chapter>** **Interview Evaluation** **Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Name:** | | **Interviewer Name:** | | |
| **Job Role:** | | **Date/Time of Interview:** | | |
| **Question** | **Poor** | **OK** | **Great** | **Notes** |
| Q1:Tell us about your involvement in the chapter, i.e. meetings attended, volunteer experience, etc. (Commitment) |  |  |  |  |
| Q2: Why do you have an interest in this specific role? What relevant experience do you have? (Leadership, Execution) |  |  |  |  |
| Q3: What experiences do you have working with an organization's board, like ATD <Chapter>?  Describe your experiences working cross-functionally to achieve a goal. |  |  |  |  |
| Q4: Describe your experiences leading a team. How will you build, develop and lead a team of volunteers for the \_\_\_\_\_\_ function? (Leadership, Interpersonal, Results, Develop Others) |  |  |  |  |
| Q5: FUNCTION SPECIFIC QUESTIONS (See Board Selection Interview Questions) |  |  |  |  |
| Q6: How would you balance work/home/ATD? (Commitment) |  |  |  |  |
| Q7: Is there anything else we should know about your ability to fulfill this role before we conclude our conversation today? |  |  |  |  |
|  |  |  |  |  |
| *Add # of checkmarks for each rating: poor, ok, great (total should =7)-->* |  |  |  | *Additional notes to support your recommendation* |
| What was YOUR overall impression of the candidate?(Circle one) | Poor | OK | Great |  |
| Do YOU recommend we include this candidate on the slate? |  | No | Yes |  |

Additional space for notes: