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| **Chapter Name** | Greater Las Vegas Chapter |
| **Chapter Number (ex. CH0000)** | CH8070 |
| **Chapter Location (City, State)** | Las Vegas, NV |
| **Chapter Membership Size** | Small (Less than 100) |
| **Contact Person for this Submission:** | Sue Beyer |
| **Email Address:** | [Sue@SueBeyer.com](mailto:Sue@SueBeyer.com) |
| **Phone Number:** | (702) - 498 - 9739 |
| **Chapter Board Position:** | President |
| **Chapter Website URL:** | [http://atdlasvegas.org](http://enotification.td.org/track/click/30530608/atdlasvegas.org?p=eyJzIjoibV90WGdMVkFXb3AyN2tKOUNvanVSd0hJdm44IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvYXRkbGFzdmVnYXMub3JnXCIsXCJpZFwiOlwiYTg1YzhkNjBkYTNiNGIyMGJkZDk4ZWVhZDA2Mzc1MjFcIixcInVybF9pZHNcIjpbXCIwNDUyYWQyOTk0Y2NhOWY0OGExZGQxYmFhNmVkZTk4MWJlMmJjMDI5XCJdfSJ9) |
| **Submission Title:** | Roles & Responsibilities Connected To CARE |
| **Submission Description:** | “You can’t manage what you don’t measure!” This SOS will provide you with the knowledge to identify and classify Chapter Affiliation Requirements for your Chapter. You will develop a Roles & Responsibilities document for your Chapter Leader Positon to monitor, measure and analyze monthly to determine compliance. Lastly, you will be able to assess the status of all your tasks in a timely manner and document in the Board Meeting Minutes to ensure an organized and successful Chapter. Armed with this knowledge, you can return to your Chapter and advise the Board of Directors on how to create Roles & Responsibilities documents for each of the Chapter Leader Positions. |
| **Need(s) Addressed? Please be specific.** | In 2016, we didn't have a solid grasp of the CARE requirements and we had many questions. For example, who is responsible for CARE? What tasks need to be completed? So as of January 2017, we looked at CARE and Power Member requirements and came up with daily tasks, weekly tasks, monthly tasks, quarterly tasks and year tasks per Board position. |
| **What is your chapter's mission?** | To provide a dynamic environment that empowers workplace learning and performance professionals to share development resources that support growth of its members and community at large. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | This effort was designed to support the growth of our members and community by making better decisions by operating the chapter more like the business that it is. You can't make good decisions without knowing where you currently stand. This has led us from a 46% Power Membership rate to an increase of 68% - in ONE year! The chapter hit a Power Membership rate of 68% in August 2017. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | By operating more like a business, with a laser focus on CARE, we have been able to provide better Chapter Meetings which has increased attendance at our monthly meetings and we saw a huge increase in our Power Membership numbers. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Board Members more organized and less stressed and Members are better informed and engaged. |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | No costs or resources involved aside from a lot of Board members' time. (We have a small Board so many of us wear more than one Board "hat") |
| **How did you implement: (please give a brief description)** | In April of 2018, we updated all Roles & Responsibilities for the new CARE requirements. First, we reviewed the job descriptions on td.org and them customized them to our Chapter. Secondly, we added (3 foundational activities at that time) and 10 additional joint activities (we added 13 to be safe). Finally, we highlighted the CARE items in bold, orange font and we review them at every monthly Board meeting to make sure we are on track for the year and there are no surprises in January when the survey is completed. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | The Chapter achieved 100% CARE and Membership SUPER STAR recognition! Plus, achieved the Power Membership Award - 2nd Place - Small Chapter with 68% |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | Make sure that what you're measuring aligns with CARE and Power Membership requirements. Make sure that you ALWAYS have your Roles & Responsibilities in front of you. Always double-check each other's numbers just to be safe! |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | We made sure to look at the CARE requirements and Power Membership requirements to make sure we were measuring and tracking the right measurements with our scorecard and roles & responsibilities. |
| **Please attach any documents that help support this submission: (additional documents should be sent to Samantha Herman,** [sherman@td.org](mailto:sherman@td.org)**)** | [Roles and Responsibilities - President Updated April 1, 2018.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiVXB4bXRiUTBBVFdheWtKVG5Rd1FuNmxFMF80IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOalVtWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCJhODVjOGQ2MGRhM2I0YjIwYmRkOThlZWFkMDYzNzUyMVwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Roles and Responsibilities - President - Elect Updated April 1, 2018.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiTW4ySlNtdFB6ckotdzdxZVVyZk1sa2phY0g4IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOalVtWld3OVpXeGxiV1Z1ZEY4eU1nPT1cIixcImlkXCI6XCJhODVjOGQ2MGRhM2I0YjIwYmRkOThlZWFkMDYzNzUyMVwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Roles and Responsibilities - V.P. of Communications & Social Media Updated April 1, 2018.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiaDFlTExxS3JSTGQxdWN5aWxYSmpsOTRVV0VFIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOalVtWld3OVpXeGxiV1Z1ZEY4eU13PT1cIixcImlkXCI6XCJhODVjOGQ2MGRhM2I0YjIwYmRkOThlZWFkMDYzNzUyMVwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Roles and Responsibilities - V.P. of Membership Updated April 1, 2018.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoid3lwanI0SFVjZUJ1ZE9Oenk2cDBJaDhQeVJjIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOalVtWld3OVpXeGxiV1Z1ZEY4ek1RPT1cIixcImlkXCI6XCJhODVjOGQ2MGRhM2I0YjIwYmRkOThlZWFkMDYzNzUyMVwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Roles and Responsibilities - V.P. of Finance Updated April 1, 2018.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoicF9uN1p3d1hFMGJDU0M4bTRPV3JJTmNIal9rIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOalVtWld3OVpXeGxiV1Z1ZEY4ek1nPT1cIixcImlkXCI6XCJhODVjOGQ2MGRhM2I0YjIwYmRkOThlZWFkMDYzNzUyMVwiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Found SOS on ATD website |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Request for Proposals (RFPs) open in May of each year at** [td.org/alc](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiYUlidGZvelFSRVRBWnFxdVhoVjBOREJQb1A4IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImE4NWM4ZDYwZGEzYjRiMjBiZGQ5OGVlYWQwNjM3NTIxXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |