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| **Chapter Name**  | Central Iowa ASTD |
| **Chapter Number (ex. CH0000)**  | CH6013 |
| **Chapter Location (City, State)**  | Des Moines, Iowa |
| **Chapter Membership Size**  | Medium (101 - 300) |
| **Contact Person for this Submission:**  | Bryan Slauson |
| **Email Address:**  | ProfDev@astdiowa.org |
| **Phone Number:**  | (515) - 342 - 2905 |
| **Chapter Board Position:**  | Vice President, Professional Development |
| **Chapter Website URL:**  | <http://www.astdiowa.org> |
| **Submission Title:**  | Professional Development Committee |
| **Submission Description:**  | My Central Iowa Professional Development committee is and wants to be very involved with our chapter. That said, during our meetings and events i was sensing that committee members were constantly asking me questions where i felt as though "should they be worrying about this?" It seemed as though all of my committee members, including myself, were worrying about the same job/task at hand. This was causing some role clarity issues and really making our committee work harder not smarter.  |
| **Need Addressed:**  | I developed job/role descriptions for my committee in order to provide job/role clarification. Committee members were wanting measurement and more accountability processes put into place.  |
| **Does this effort align with your chapter's mission?**  | - Yes |
| **Does this submission align with ASTD's mission?**  | - Yes |
| **Target Audience:**  | Professional Development Committee & board committee's |
| **Costs/Resources Used: (include any funding you were able to get through donations, contributions, barter, etc. and how you went about getting these resources. Also include how much volunteer/board member time this effort took)**  | Cost: $0. My time this took to consult, develop and impliment: 1 week. Projected time for all board members to consult, develop and impliment within their own committee's: 1 week max. Overall time and effort for consulting, developing and implimenting all job/committee descriptions: projected to be all utilizing by January 2013.  |
| **How did you implement: (please give a brief description)**  | To my current Professional Development committee I created the role profiles, rolled out to my committee for thoughts and stamp of approval, then had current committee members put in a bid for the top three positions they'd like to hold on our committee. Once all position interest was submitted, I placed each committee member to the role that I felt would best fit the committee from past job experience/knowledge.  |
| **What were the Outcomes: (include financial, membership increases, target audience satisfaction levels, publicity for the chapter, and of the profession)**  | The outcomes for providing solid job/role position descriptions are role clarity and accountability. By implimenting our specific committee roles, the 'sigh' of relief has been applouded as now all members know how the are contributing to our chapter. Lastly, we can measure successes by having specific job/role descriptions.  |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | Make job/role descriptions easily obtainable. Use specific bullets of 1-5 items of role clarity. Do not make this harder than it really is or should be! Committee loved the idea so they can feel a sense of accomplishment, recognition and accountability. People like structure! |
| **Please list the specific ASTD chapter resources that helped guide you in the process of completing this best practice.**  | I did not use any specific chapter resources; however, hope that by creating my committee job/role descriptions all other committees can adopt for the future.  |
| **Please attach any documents that help support this submission: (additional documents should be sent to** SOS@astd.org**)**  |  [2013 Professional Development Committee.docx](http://forms.astd.org/download.php?q=Zm9ybV9pZD0xMSZpZD00OCZlbD1lbGVtZW50XzE2) |

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