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| **Chapter Name** | Chattanooga |
| **Chapter Number (ex. CH0000)** | CH4087 |
| **Chapter Location (City, State)** | Chattanooga, TN |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Kashun Parks |
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| **Phone Number:** | (423) - 967 - 3045 |
| **Chapter Board Position:** | President |
| **Chapter Website URL:** | [http://www.atdchatt.org](http://enotification.td.org/track/click/30530608/www.atdchatt.org?p=eyJzIjoiS292Qk1MeVJtS0tvVi1XQVdTUDBJQ1NwdXFRIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LmF0ZGNoYXR0Lm9yZ1wiLFwiaWRcIjpcImRiMmEwN2E2YWRiMjQ5MmRiMDI0M2VmMzVlMGRjMzRjXCIsXCJ1cmxfaWRzXCI6W1wiNGFkNzJiNTcyNDFhOGFmYTI1ODM4NDZhNWQ3Y2Y2NTI4MzJmYjkyYlwiXX0ifQ) |
| **Submission Title:** | Created Forms to help with the vetting process for new board members. |
| **Submission Description:** | SOS submission as told via phone interview and entered by L.Goodpaster  The chapter created a form/application and process to vet out new volunteers for the board to ensure the position they are in is a good fit for the volunteer and the board.   They created a form using survey monkey to ask questions (application style) of board applicants. They can review these as well as they ask for references and have a standard email that they send references to get further information about the potential board member. Through this process they also ensure they provide information about the position itself so that they applicant understands the role better. |
| **Need(s) Addressed? Please be specific.** | The chapter wanted to make sure to get the right people in the right positions on the board. Previously, a role would be filled when available and some people would end up in a position that was not a good fit causing midyear turnover and/or a less consistent board. |
| **What is your chapter's mission?** | To design, develop, and deliver programs that benefit chapter members and the community at large.  To provide products and services which enhance members' knowledge and skills in the fields of talent development.  To be the Chattanooga Area resource for best practices in learning and performance through leadership. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | By establishing this process, we are making sure the right people are in the right place so we can fully support the chapter's mission. Specifically, by using the board application, survey and asking and providing information about time commitment, skills etc. This also ensures the board member understands up front the expectations of their role. |
| **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.** | We try to use the competency model from ATD to align program topics to better align with what ATD is doing. This was specifically created for the Chattanooga area and our specific need. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Volunteers for the board are the primary target. This will make sure the board members are placed in the right role and understand the responsibilities. This also positively impacts our members as they are getting more consistent programs due to a stronger board as well as the community at large. |
| **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 financial cost. Used ATD website to create job descriptions and adapted them for their chapter. They also included links to ATD resources to attach to descriptions for board members to have easy access to additional information they find helpful. It also helped new board members to learn more about ATD. Past President assisted with setting up the survey/application. |
| **How did you implement: (please give a brief description)** | This was implemented this year. They bought it up at a board meeting and agreed upon the process and used it to onboard new board members. |
| **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.)** | In 2016, the chapter had an incomplete board. People had dropped off. Per the bylaws, the board was down 4 key positions. With this process, they started 2017 off with a complete board and a better process for making sure the right people were in the right role and that they understood their roles better. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | It was found they need to do some additional vetting/onboarding of the President Elect position particularly that it is a 3-year commitment.  They also think they can continue building on and doing a better job at marketing the board positions. This would increase the applicants to choose from and potentially have even greater success with this process. |
| **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.):** | Website, job descriptions, various links to the ATD site to inform on ATD, bylaws, survey monkey was used for the application/form. Included are the survey/form, mission statement, email used for checking references. |
| **If you selected "other", please explain your response.** | ALC |
| **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=eyJzIjoiN0pzTUk5Mm1kVFBfYjJNUjNlbVJwaG5pYW80IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImRiMmEwN2E2YWRiMjQ5MmRiMDI0M2VmMzVlMGRjMzRjXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |