



MEMBERS MEMO

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Members Memo, the monthly newsletter to members of the American Society for Training and Development, Inc., will now appear as a regular monthly feature in the *Journal*. The purpose behind this move is to get "MM" to our members on a much more efficient schedule than before. Look for "MM" in every issue of the *Training and Development Journal*.

D.C. Presence Timetable Reported

In response to a resolution presented at the 1972 ASTD National Conference in Houston, in regards to a Washington, D.C. presence timetable, the Society Board of Directors has approved and implemented a long-range D.C. presence timetable.

The timetable reports Society progress in the areas of government affairs awareness and credibility with various governmental agencies. Accomplishments in this area have initiated, among other things, a search for an ASTD Washington, D.C. representative to be employed on a part-time basis in early 1973.

The 1972 timetable accomplishments are:

- * Establishment of a Government Relations Task Force.
- * Development and implementation of a Government Affairs Awareness Program for 1973.
- * Establishment of a working relationship with the Washington, D.C. Chapter.
- * Development of a job description for a part-time Washington, D.C. ASTD representative and solicitation for applicants.

In addition to the establishment of a D.C. presence in 1973, the federal government will be represented by a special presentation at ASTD's National Conference at Miami Beach in May. Dr. Sidney P. Marland, Jr., assistant secretary for education, U.S. Department of Health, Education and Welfare, has been included in the 1973 National Conference program.

Also during 1973, John S. Jenness, immediate past president, will appear on a U.S. Chamber of Commerce Career Education Program as a panel member. Society representation on the regional Area Manpower Institute for Development of Staff (AMIDS), a nationwide network of manpower institutes established by the Office of Education, will include Vincent A. Miller, ASTD president-elect, G. William Schenck, Region 8 vice president, and Allen Gilberti of the Central New York Chapter.

During the period 1973-1975, the timetable calls for a continuation, increase and refinement, in the parttime

Washington representation.

The government awareness program timetable projects 1975 as the year in which progress made in Washington, D.C. through Society programs and the effectiveness of the D.C. representative, will be studied. At this time, the feasibility of providing full-time representation and the decision to relocate the National Office or establish a "satellite" office in Washington, D.C. will be examined.

TOPS Scholarships Reach 54

Funding from the Training Opportunities Projects (TOPS) program has provided for 54 scholarships during the period from Aug. 20, 1971, when the program began, through Dec. 31, 1972.

With this large number of fundings provided, the fund has been gradually depleted. The program will continue as long as funds are available. Funds are expected to build up with the start of 1973.

The TOPS funds will be provided basically for membership if the funds are available. The guidelines for granting funds have been altered.

A recipient of the TOPS funds should now have an annual income of \$10,000 or less. He or she must also have been in a full-time training position less than four years and be employed by an organization which will not pay for personal professional development.

TOPS speakers are available to speak at chapter meetings to provide chapters with a source of good, low cost programming. These ASTD volunteers raise money for the TOPS fund that is used to provide these scholarships. A sliding fee scale has been developed to allow a chapter's donation to be in accordance with its size.

Arrangements to obtain one of these persons to speak at a chapter meeting should be made directly with the individual speaker. The speakers include: John F. Connors, 1973 president; Joseph L. Hansknecht, 1973 adjunct board member; Frederic H. Margolis; Louis A. Seiberlich; Althea Simmons, national vice president, and Benjamin B. Tregoe. Consult the 1973 ASTD membership directory, *Who's Who in Training and Development*, for their current addresses.

Six Organization Memberships Added

Six new organization memberships were added to ASTD's rolls in December, 1972. The organization memberships include a total of 37 persons, 33 of whom are new to ASTD.

The six include Whirlpool Corp., Benton Harbor, Mich. (five people); U.S. Civil Service Commission, Washington, D.C. (five); Equal Employment Opportunities Commission, Washington, D.C. (four); U.S. Department of Agriculture — Forest Service, various locations (five); Atkins and Merrill, Inc., Tulsa, Okla. (five), and Communications Workers of America, various locations (13).

These December additions show that more interest in organization memberships is being generated. The first organization membership was processed in September, 1971. Since that date, 34 memberships covering 220 representatives, of whom 154 have been new members in the Society, have been processed.

The fact that organization memberships are a money-saving feature is the main attraction of this type of membership. The difference in non-member and member fees for Society educational programs is likely the cause behind the increase in organization memberships.

A \$225 organization membership allows five employee representatives of an organization to receive all the benefits a regular ASTD member receives. This fee covers a \$30 national membership, a \$10 divisional membership and chapter membership fees for each representative.

The biggest advantage to this type of membership is that it can be transferred from one person to another within the organization. This cannot be done with a regular individual membership. Additional persons may be added to the organization membership for \$45 per person.

For further information concerning organization memberships contact the Chapter and Member Relations Dept., ASTD, P.O. Box 5307, Madison, Wis. 53705.

PRS Survey Results Compiled

Thoroughness of resume circulation and resume confidentiality were found to be the most favorable features of the Position Referral Service, the ASTD listing guide for job applicants and employers, in a recent survey.

The least favorable aspects of the PRS were found to be the fact that there is no feedback from employers on the status of many resumes or applicants and that, when an advertisement was placed in the *Training and Development Journal*, it would tend to produce little or no employer feedback.

Persons surveyed were also asked to suggest changes that could be made in the service. Added publicity on PRS and more personal communication topped this list of suggestions.

Other suggestions included computerized matching of people with jobs, periodic reporting on each individual and the screening of resumes sent to companies.

Over half of those surveyed answered that they did not know the correct format for writing a resume. Society

members can receive tips on resume writing by contacting Position Referral Service, ASTD, P.O. Box 5307, Madison, Wis. 53705.

From May, 1972 through November, 1972, 17 persons have been placed with companies and 14 positions open in companies have been filled through PRS.

San Diego Chapter Celebrates 25th Anniversary

Willamae M. Heitman, first woman president, San Diego Chapter, presided at the Chapter's 25th anniversary celebration dinner and recognition program last October.

The program featured "This Is Our Story — Past, Present and Future." Thirteen past presidents of the chapter attended and were honored as special guests.



A beautiful 25th anniversary cake trimmed in blue and gold, ASTD colors, with individual flag pennants bearing the names of the past presidents capped a gourmet anniversary dinner.

Chapter Historian Dr. Wilson Getsinger gave a brief history of the organization and introduced the past presidents. Each past president recalled the highlights of his term in office.

Ms. Heitman spoke on present chapter activities and presented a look at plans for the future. She stressed that the chapter is continuing to grow and improve in all areas of training, development and enhancement of the profession.