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| **Chapter Name** | Los Angeles |
| **Chapter Number (ex. CH0000)** | CH8028 |
| **Chapter Location (City, State)** | Los Angeles |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Anthony Lewis |
| **Email Address:** | [lewis.anthony@me.com](mailto:lewis.anthony@me.com) |
| **Phone Number:** | (323) - 229 - 7722 |
| **Chapter Board Position:** | President |
| **Chapter Website URL:** | [http://www.atdla.org](http://enotification.td.org/track/click/30530608/www.atdla.org?p=eyJzIjoiVU5xY0hqNFlJQXVkcXRYaXR4akJrOHd6dEZrIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LmF0ZGxhLm9yZ1wiLFwiaWRcIjpcIjYxZjgzNzgxYWMyYTQ4OTBhNjZiZWJkYmQyMjEwZmQyXCIsXCJ1cmxfaWRzXCI6W1wiNzgzZWM0Zjk4NDBiZTU2Yjg2MTViOTE2ODgyMzI2ZDM2ZDllMGMwYVwiXX0ifQ) |
| **Submission Title:** | Succession Planning Program |
| **Submission Description:** | All volunteers are interviewed by a minimum of two chapter officers, including the President. The interviews are conducted by phone to assess skills and motivational fit. Candidates are invited to the face to face BOD meetings so we can meet.   Our bylaws list Director titles as the chapter officers (with Executive voting powers) and not Vice President titles. We use various manager titles as a means to separate assignments under each discipline. For example:  \* Director of Technology \*\* Manager of social media \*\* Manager of webinars \*\* Manager of online tools  Since we’re all very hands-on this structure ensures that we don’t have too many chiefs and there is a clear role for each volunteer. Feel free to review and borrow anything you need from the chapter website.   Potential volunteer projects: <http://www.atdla.org/Volunteer-Interest-Form>  Job Descriptions: <http://www.atdla.org/page-1819156>  Succession plan: <http://www.atdla.org/page-1819319>   Additionally, for succession purposes we can promote a manager to a Director, then a Director to a Vice President level title as they stay on-board for more terms. It’s an incentive to educate and train newer volunteers in a progressive manner, and the flow recognizes those that stay on-board.  Managers can self-nominate to the Director title when we announce Call-for-Nominations in August and then members can vote them into the Director position for the next year. It’s been a win-win. |
| **Need(s) Addressed? Please be specific.** | Members see when BOD positions have high turnover or not backfilled. Members assume the BOD is not stable. With this process we have reduced member feedback and improved perception about the high turnover at the BOD levels.   We’ve found that starting a volunteer as a manager allows them to a work on an assignment for a trial period before committing to a Director position. This reduces formal turnover.   We are an equal opportunity management team. We don't discriminate based on any protected class. |
| **What is your chapter's mission?** | MISSION: Providing local presence with the best practices in workplace learning and performance.   VALUES: Member satisfaction  Local presence  Accountability  Optimal use of resources |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | ATD-LA leadership is made up of high performing, qualified individuals who share a vision of possibilities and action as well as accountability to agreed upon standards. Our leadership is committed to providing quality services and products ensured by evaluation processes. It demonstrates outstanding teamwork in achieving goals, supporting member participation, and recognizing member contributions. |
| **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 want our team to be successful. We empower individuals to successfully manage assignments, while motivating them to take on positions as they are ready. Incumbent BOD members will mentor incoming successors. This will help them learn the role. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Members, Volunteers, Board of Directors and Executive levels. |
| **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 additional costs associated. We advertise and market "Be a Volunteer" and make verbal announcements at the start of chapter meetings. We use Constant Contact and post announcements to LinkedIn |
| **How did you implement: (please give a brief description)** | In 2014 we modified our practices and changed our mindset. |
| **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.)** | Targeted selection of volunteers that are ready. Better prepared successors. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | Not all volunteers want to commit long term. Some volunteers don/t want a leadership role. And, that's ok. This process allows them to take assignments and stop whenever they are no longer able to help. This process has reduced turnover by 95% in two years. |
| **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.):** | Bylaws Potential volunteer projects: <http://www.atdla.org/Volunteer-Interest-Form>  Job Descriptions: <http://www.atdla.org/page-1819156>  Succession plan: <http://www.atdla.org/page-1819319> |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS on an area call with my NAC |
| **Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? \*Participating chapters receive up to two complimentary registrations for presenters.** | Yes |