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| **Chapter Name** | ATD Central Florida |
| **Chapter Number (ex. CH0000)** | CH9133 |
| **Chapter Location (City, State)** | Orlando, Florida |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Rosa Espinal |
| **Email Address:** | [rosa@tdcentralflorida.org](mailto:rosa@tdcentralflorida.org) |
| **Phone Number:** | (407) - 760 - 6685 |
| **Chapter Board Position:** | President |
| **Chapter Website URL:** | [http://www.tdcentralflorida.org](http://enotification.td.org/track/click/30530608/www.tdcentralflorida.org?p=eyJzIjoicFE1YTVZY0FSdVpsRmtZQ1ItSDI3XzI5Vy1BIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvd3d3LnRkY2VudHJhbGZsb3JpZGEub3JnXCIsXCJpZFwiOlwiYTIyYTRhNTI0NTNhNGZhNmFhZmRjZjA0MmI4MmZmNDNcIixcInVybF9pZHNcIjpbXCIwZTdmNzU3YzNlNGZiMDcyMGU4NGU3OTBmZmEwOWQ4YjU1NjExZDM5XCJdfSJ9) |
| **Submission Title:** | Chapter Elections in a Digital Box |
| **Submission Description:** | Our chapter streamlined the election process for both the nominating committee and members by moving everything to a virtual format. Meetings and voting were done via the chapter virtual collaboration platform. |
| **Need(s) Addressed? Please be specific.** | This process addressed the need to conduct a critical part of chapter business more efficiently by providing more flexibility to the people on the nominating committee who were vetting the candidates. |
| **What is your chapter's mission?** | VISION: To be the leader in workplace learning and performance in the Central Florida community.   MISSION: We strive to INFORM, INVOLVE, and INSPIRE the Central Florida Workplace Learning and Performance profession. Every initiative, event, and activity our chapter sponsors strive to support one or more of these actions. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | This initiative was born as a result of an effort to streamline chapter elections and at the same time keep members informed as well as involved in the chapter election process. We also wanted to inspire them to run for board voting and/or non-voting roles. |
| **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.** | This initiative helped support the mission by empowering our members with more information regarding our election process and giving them a deeper look into the operations of the chapter. Additionally, volunteers on the committee learned new skills or how to use new tools. The greatest benefit to the volunteers was the flexibility and ease of use that the digital platform we used (MOXTRA) provided which made serving on the committee a better experience. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Chapter members and board volunteers. |
| **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)** | Our costs for this endeavor were $0 as we already had access to the virtual platform. The total estimated time commitment for each volunteer is around 8 hours. |
| **How did you implement: (please give a brief description)** | In our first phase, we submitted a call for volunteers for the nominating committee via email to the members. The email explained in detail the total estimated time commitment of 6-8 hours along with a description of the duties required and dates the team would meet to discuss and approve the various steps of the process. In the second phase, once the committee vetted the members who were running for a role, we held elections. In the third and final phase, the same committee then approved the election results and summary which was provided to the members via an email communication. |
| **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.)** | This initiative helped support the mission by empowering our members with more information regarding our election process and giving them a deeper look into the operations of the chapter. Additionally, volunteers on the committee learned new skills or how to use new tools. The greatest benefit to the volunteers was the flexibility and ease of use that the digital platform we used (MOXTRA) provided which made serving on the committee a better experience. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | One major lesson we learned is that in order to have our full board elected in time for ATD ALC we needed to move up the dates where we began our call for a committee and candidates. As a result for 2018, we will begin the process in May versus the previous July/August start. |
| **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.):** | In creating this process we reviewed our chapter bylaws as well as requirements from ATD for conducting elections to ensure we were in compliance. |
| **Please attach any documents that help support this submission: (additional documents should be sent to Samantha Herman,** [sherman@td.org](mailto:sherman@td.org)**)** | [Call for Nominations Email Template.docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiM3J0VjJvVHpMQ0JWWnAwVEtfZ1JISUVOaXhvIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOak1tWld3OVpXeGxiV1Z1ZEY4eE5nPT1cIixcImlkXCI6XCJhMjJhNGE1MjQ1M2E0ZmE2YWFmZGNmMDQyYjgyZmY0M1wiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [Requests for Nomination Committee Email Template.docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiYnp4LUJLOXBuWlZlS2ZaRW5vdkdqYWdHc1JRIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOak1tWld3OVpXeGxiV1Z1ZEY4eU1nPT1cIixcImlkXCI6XCJhMjJhNGE1MjQ1M2E0ZmE2YWFmZGNmMDQyYjgyZmY0M1wiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [ATDCFL 2018 Elections Summary.docx](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiX3FVa1B5dWxaMTVBekc1R04wM3JEajJVTnE4IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOak1tWld3OVpXeGxiV1Z1ZEY4eU13PT1cIixcImlkXCI6XCJhMjJhNGE1MjQ1M2E0ZmE2YWFmZGNmMDQyYjgyZmY0M1wiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **additional supporting documents:** | [2018 ATDCFL Bylaws approvedfinal091117.pdf](http://enotification.td.org/track/click/30530608/forms.td.org?p=eyJzIjoiVl9XY1N2b3duLU8tOWt3V1pFaVR0OXBDTXBvIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2Zvcm1zLnRkLm9yZ1xcXFxcXFwvZG93bmxvYWQucGhwP3E9Wm05eWJWOXBaRDB4TVNacFpEMHhOak1tWld3OVpXeGxiV1Z1ZEY4ek1RPT1cIixcImlkXCI6XCJhMjJhNGE1MjQ1M2E0ZmE2YWFmZGNmMDQyYjgyZmY0M1wiLFwidXJsX2lkc1wiOltcIjJhN2QwMzI0NGE5ZjBjMjk3MjAxOGZjOTcxYWE3Yjc0ZDkzMjdmYTdcIl19In0) |
| **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=eyJzIjoiQ1E0UlhTYkhBRHRNS3F2ZUxudVlzWXJXTUNBIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImEyMmE0YTUyNDUzYTRmYTZhYWZkY2YwNDJiODJmZjQzXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |