

ATD San Diego

Volunteer Orientation

Welcome



Welcome to ATD San Diego's Volunteer Program! We are grateful for your support of our organization and our vision of advancing human performance. ATD San Diego is successful because of our amazing volunteers. For many years, volunteers have demonstrated a strong commitment to the San Diego Chapter by graciously contributing their time, talents, and resources. We hope that volunteering also provides greater networking opportunities, deeper relationships with members, and a chance for professional development.

Amelia Curtis

Director of Volunteer Experience and Engagement

Mission and Vision

Vision

Advancing human performance

Mission

We are the leading resource for inspiring, growing, and connecting talent and organizational development professionals in San Diego.

About ATD San Diego

The San Diego chapter of the Association of Talent Development (formerly American Society of Training and Development) was chartered in 1947.

Our members represent financial and educational institutions, retailers, hospitals, high technology firms, manufacturing, government agencies, service industries, construction, tourism, publishing and airlines, as well as independent consultants and students.

We offer a variety of opportunities for learning, networking, and mentoring in the talent development field.

Volunteer Roles

We offer volunteer opportunities under each of our board roles. Volunteers may commit to more than one role if they choose.

Programs

- Learning events (virtual and in-person)
- Social events

Marketing

- Social media
- Photography and videography
- Graphic design

Membership

- Connect with current and lapsed members to increase engagement

Technology

- Web design

Finance

- Sponsorship fundraising

Mentorship Program

- Coordination

Board Leadership

Contacts

Volunteers report to the board representative overseeing their role. Please refer to this contact list for communication about your specific role. You may also use this contact list to reach out to other board members with questions impacting their roles.

For general volunteer inquiries, contact the Director of Volunteer Experience and Engagement volunteers@tdsandiego.org.

President - president@tdsandiego.org

President-Elect - presidentelect@tdsandiego.org

Director of Finance - finance@tdsandiego.org

Director of Programs (Social Events) - programs@tdsandiego.org

Director of Programs (Learning Events) - events@tdsandiego.org

Director of Volunteer Experience and Engagement - volunteers@tdsandiego.org

Director of Member Engagement & Growth - membership@tdsandiego.org

Secretary - secretary@tdsandiego.org

Director of Digital Experience - marketing@tdsandiego.org

Director of Technology - technology@tdsandiego.org

Ethics Policy

The ATD San Diego Board of Directors has adopted an Ethics Policy to establish expectations of ATD San Diego's Chapter Volunteers. Please review and adhere to our policy:

Persons Covered

This Ethics Policy covers all members who volunteer for ATD San Diego (Covered Persons), excluding Board of Directors, Chapter Coordinators, and Committee Chairpersons, who are covered under a separate policy.

Governing Principle

ATD San Diego's business objectives can be achieved only by following the highest ethical standards and complying with all the laws and regulations that pertain to its operations. Each Board member will be responsible for ensuring that Covered Persons are familiar with the laws, regulations, and corporate standards of business conduct that govern their areas of responsibility, and that they fully comply with those external and internal requirements. Any lapses in compliance must be reported to the Board of Directors.

Membership Requirement

All ATD San Diego volunteers/Covered Persons must be current ATD San Diego Chapter members in good standing.

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Conflict of Interest

No Covered Person may have a personal or financial interest that could in any way prevent his/her area of responsibility from acting in the best interests of the organization. All Covered Persons must be sensitive to appearances of conflicts of interest as well as to actual or potential conflicts of interest.

Actual or potential conflicts of interest can take many forms including but not limited to the following examples: speaking at Chapter events as a way to promote personal businesses, receiving free admission to events for any reason other than to promote ATD, and receipt of improper personal benefits.

All actual or potential conflicts of interest must be reported to the Director responsible for the Covered Person.

Business Opportunities

Business opportunities presented to the ATD San Diego chapter belong to the Chapter and may not be used by Covered Persons for personal gain unless first offered to the Chapter and rejected by it.

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Financial Integrity

The Chapter shall maintain its books and records at all times consistent with the requirements of generally accepted accounting principles. All Covered Persons shall undertake to ensure that the Chapter's records fairly and accurately reflect its transactions and its assets.

Inside Information/Privacy

Chapter Members' non-public personal information (such as credit card numbers or bank account numbers) that may be considered material to the Chapter and others shall not be disclosed to other Chapter members and/or the public at any time. Covered Persons shall not disclose internal information to any other Covered Person except on a strict need-to-know basis.

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Compliance Program Elements

Each member of the Board of Directors shall determine the significant compliance risks related to his/her area of responsibility and establish such practices and procedures as are necessary to adequately prevent and detect non-compliance. Board members are responsible for ensuring that reasonable steps will be taken to train Covered Persons regarding compliance standards and procedures. Each Covered Person will be responsible for adhering to the practices and procedures of his/her respective area. Appropriate action shall be taken against those Covered Persons who violate this policy.

Reporting Irregularities

Any Covered Person who becomes aware of a violation or potential violation of this policy must promptly report that information to a Director. Any member may submit information regarding questionable accounting or auditing matters to an Officer of the Chapter (President, President-Elect, CFO, and Secretary). Any retaliation or threatened retaliation against any Covered Person who reports a violation or suspected violation of this policy is strictly prohibited.

Commitment

ATD San Diego values your service and commits to:

- Creating well designed and impactful volunteer jobs
- Providing a welcoming experience and treating you as a valued member of the team
- Respecting your skills, experience and needs
- Providing training and coaching to develop your skills and knowledge of talent and organizational development

Commitment

Volunteer Time Commitment:

- Each volunteer role has a minimum commitment depending on the needs of the role. These minimums are discussed prior to placing a volunteer in the role to ensure that commitment can be met.
- If you are unable to meet your requirement, please let your board representative know so an accommodation can be considered. We understand circumstances may prevent you from volunteering for extended periods of time, so please let us know if you need a leave of absence.
- If you are no longer able to commit to a team, the spot can be offered to another volunteer.

Coaching and Counseling

Volunteers may need individual conversations, counseling and/or additional training if their skills are not meeting the expectations of the role they are in.

- The Board representative for your role and the Director of Volunteer Experience and Engagement will provide every volunteer the opportunity, information and tools needed to serve successfully, and we ask that you are open to this feedback and growth opportunity.
- If issues still occur after these conversations, the Board representative and the Director of Volunteer Experience and Engagement has the option to:
 - Place a volunteer on an improvement plan.
 - Place a volunteer on a temporary leave of absence.
 - Reduce the number of shifts the volunteer can serve.
 - Reduce the number of or type of activities the volunteer participates in.
 - Terminate the service of the volunteer.

Resignation

We hope that you find your volunteer experience impactful and that you will remain with us for many years. If you do find it necessary to resign from your volunteer assignment, please contact your board representative and the Director of Volunteer Experience and Engagement volunteers@tdsandiego.org.

We understand that the ability and desire to volunteer changes throughout a person's lifetime so we will support you in your decision and hope to welcome you back in the future. We always welcome any feedback you share about your experience. Please also feel free to recommend others you feel are suited for the role.

Recognition

Volunteers have a tremendous impact on ATD San Diego. We are honored by your decision to serve with us and look forward to celebrating you! We offer the following as a thank you for your hard work, enthusiasm and dedication:

- Thank you notes from the board
- Volunteer spotlight
- Volunteer Appreciation Week recognition
- Volunteer awards

Thank You!

Thank you for dedicating your time and skills to ATD San Diego! We hope your volunteer experience will be rewarding, educational and impactful!