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| **Chapter Name** | Detroit ATD |
| **Chapter Number (ex. CH0000)** | CH5014 |
| **Chapter Location (City, State)** | Detroit, MI |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Laura Vavrek |
| **Email Address:** | [laura.vavrek@innovativelg.com](mailto:laura.vavrek@innovativelg.com) |
| **Phone Number:** | (248) - 544 - 1568 |
| **Chapter Board Position:** | President Elect |
| **Chapter Website URL:** | <http://detroitatd.org/> |
| **Submission Title:** | Chapter Meeting Host (a.k.a. Master of Ceremonies) |
| **Submission Description:** | Added to our book of Standard Operating Procedures at the beginning of 2015. Always had the current President play this role at meetings. Thought it would be an enhancement to have each board member take a turn. The Chapter Meeting Host now not only reviews chapter business, introduces the speaker, does any gift drawings, and provide closing remarks, but also takes some time to showcase their specific role on the board. |
| **Need(s) Addressed? Please be specific.** | • Supports our strategic planning discussion/goal of being a more visible and involved board • Helps members value the board roles and see the interdependencies of running the chapter • Showcases each board member’s role and approach • Helps recruit for succession planning or committee/special project volunteers • Uses creativity to support our brand image of a fun, energetic chapter |
| **What is your chapter's mission?** | To promote the growth of workplace learning and performance by providing members with professional development opportunities, targeted services, and relevant events that impact business goals. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | Hoping to bolster professional development opportunities by recruiting new board members or committee or special projects volunteers through succession planning. These new board members then in turn get an opportunity to help shape the professional development opportunities, targeted services, and relevant events for our local chapter. |
| **National ATD's mission is to "empower professionals to develop knowledge & skills successfully". How does this submission align with ATD's mission? Please provide specific examples.** | New board members or committee or special projects volunteers will be given the opportunity to develop knowledge and skills around running a local chapter and participating as a volunteer in a local professional association. This knowledge and skillset can definitely be a resume builder or lead to other local opportunities. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Our board members are benefiting by being more involved with the membership, sharing their successes with strategic planning for the chapter, and recruiting for their succession planning.  Our membership is benefiting from seeing and hearing the various board members, learning about what we do and our commitment to the Chapter, and hearing about volunteer opportunities, if interested in helping out. |
| **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)** | A couple of volunteer hours from myself to write up the SOP and present it to the board. A few minutes a month to support and confirm the monthly host is ready to go. Less than an hour of volunteer prep from the monthly host plus meeting attendance. Minimal to no monetary expense unless host chooses to use props or have a giveaway. |
| **How did you implement: (please give a brief description)** | Wrote up SOP. Presented to board for buy in. Follow up with each monthly host at least one week prior to Chapter meeting to remind and support them in preparation. |
| **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.)** | Outcomes thus far have been positive feedback from the membership as well as board members being excited for the opportunity. We're hoping to see some specific succession planning results soon. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | Present as a requirement of your board commitment. Create an initial schedule and then let board members switch months if needed due to availability. |
| **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.):** | I don't think there was anything specific, unless our outline for general dinner meetings came from other support. This was an idea from our President that came out of our yearly strategic planning session. |
| **Please attach any documents that help support this submission: (additional documents should be sent to** [SOS@td.org](mailto:SOS@td.org)**)** | [DATD\_SOP\_MeetingHost\_Duties.docx](https://forms.td.org/download.php?q=Zm9ybV9pZD0xMSZpZD03NCZlbD1lbGVtZW50XzE2) |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS from another Chapter Leader |