Maryam Solhjou

Co-Director of Learning

July 2013

**Job Description Update: CO-DIRECTOR OF LEARNING**

* **Summary**
	+ The Director of Learning oversees the chapter’s learning events function as it relates to workshops, professional development courses/seminars and conferences. The Director of Learning is responsible for topics/speaker selection, site selection, and overall meeting management and reporting.
* **Detail**
	1. Strategize with the President and Marketing Team
	2. Programs should line with ASTDs Competency Model
	3. Scout for presenters
	4. Contact presenters
	5. Ensure venue list up to date
	6. Check Dates
	7. Negotiate contracts
	8. Book presenters
	9. Before the event…
	10. Print course material, if applicable
	11. Manage programs/events
* **Process Flow (task list)**
1. Strategize with the Board President and Marketing Team
	1. Based on the goals for the year, sketch out the “perfect” calendar for the year. Enter the desired courses and the desired presenters.
2. Programs should line with ASTDs Competency Model
	1. Review the Competency Model and decide which desired courses/presenters line with which competency.
	2. Space these out so various courses/competencies are provided throughout the year.
3. Scout for presenters
	1. Review past presenters from
		* Special Divisions
		* ASTD-SD
		* ASTD-OC
		* PIHRA
		* ISPI
		* Ask colleagues
4. Contact presenters
	1. If they have not been recommended by a board member or leader, find out if they are speaking at an event for first-hand vetting.
	2. Check for relevant topics
5. Ensure venue list is up to date
	1. Contact Denise or other relevant source to ensure the venues are useable
	2. Scout for more venues – better locations, more affordable, desirable ambiance, etc.
6. Check available dates
	1. Ensure dates do not conflict with holidays (Easter, Thanksgiving, Christmas, Passover, Yom Kipper, Rosh Hashanah, etc.)
	2. Ensure workshops are not scheduled the same week as chapter meetings
	3. *Typically*, workshops are held on Friday the week after chapter meetings
7. Negotiate contracts
	1. take to board for approval if it deviates from ASTDs standard contract
8. Book presenters
	1. Fill out Presenter Agreement Form (Director of Learning fills out most fields and sends it to the presenter for completion and signature). Send to Denise.
	2. Fill out Presenter Intake Form (Director of Learning fills out this form with the presenter over the phone). Send to Denise.
	3. Communicate with venue and complete Host Site Agreement Form. Send to Denise.
	4. Enter info into Wiggio calendar
	5. Ensure details on ASTD-LA website is accurate
9. Before the event
	1. 2-4 weeks before the event, confirm the event with the presenter and hosts
	2. 10 days before the event, double check that we have the minimum required enrollment for the workshop. If not, contact Denise regarding cancelling the event or renegotiate with the presenter.
	3. One week before the event, send an email to both presenter and hosts saying you are looking forward to the event and ask for lingering details.
10. Print course material, if applicable
	1. Arrange with office to print course material
	2. Pick up printed materials from vendor
	3. Hand-carry course materials to learning event
11. Manage programs/events
	1. Attend learning event at no cost
	2. Arrive one hour early
	3. Take sign in sheet, name tags, Presenter Agreement form, Host Agreement form and the Event Intake form
	4. Take any tools need: projector, flip charts, pens, etc. listed on Intake Form
	5. Provide water if beverages are not provided
	6. Presenter needs
		* + Introduce presenter if s/he would like you to introduce him/her
				- Ask him/her to provide an introduction
				- Practice this a few times before the event
			+ Help presenter set up
			+ Help with technical issues or lend support in any way
				- Ex: lend your laptop to presenter if needed
	7. Remedy any facility issues
	8. Remedy participant issues
	9. Be a liaison between presenter, venue contact, attendees
		* + Remediate issues on behalf of ASTD-LA – this is not the presenter’s responsibility
	10. Promote upcoming ASTD-LA events
	11. Thank participants
	12. Remind participants they will receive a survey and ask them to fill it out
	13. Thank the presenter
	14. Stay late
		* + Help the presenter pack up
			+ Return venue to original state if necessary

**Policy Draft**

* List Denise as the contact (1st or 2nd) in case the scheduled speaker cannot get in touch with the Director of Learning.
* Enlist the help of volunteers, as this is a lot of work for someone working full-time.