***ASTD-Los Angeles***

***Special Divisions Job Description***

**Position**

The Director and Co-Director of Special Divisions will support the work of ASTD-Los Angeles and provide leadership and guidance to the Special Divisions and to the board in respect to the Special Divisions. The Director and Co-Director will work in partnership to serve as liaisons to the leaders of the Special Divisions. They assist Special Division leaders to align with the goals and values of ASTD-LA.

Specific responsibilities include:

**Specific Duties Include:**

* Serve as the first line of contact and resource for the Special Divisions
* Work to ensure appropriate coverage and representation at each Special Divisions meeting and events
* Guide the launch of new Special Divisions according to member needs and interests
* Seek ways to promote participation and attendance at Special

Division Meetings

* Attend Special Division meetings as applicable
* Keep track of the monthly attendance reports generated by SD leaders
* In partnership with the SD Leaders, keep track of interested members and forward information to membership

**Commitment:**

* Serve a 2-year term
* Attend the monthly board meetings via webinar or in person
* Attend SD meetings as applicable
* Communicate with SD leaders and the board
* Approximately 10-12 hours a month