

**Chapter Leader Position Description: Director of Internal Communication**

**Position Summary:**

This position reports to the Executive VP of Governance. As Director of Internal Communications, you will be responsible for keeping the board and volunteer team informed on issues that affect performance of the chapter. You will also be responsible for taking and formatting board minutes and ensuring they are sent to the Director of Website and checking to determine if they are displayed in a timely manner. The Director of Internal Communication will ensure effective coordination and collaboration with respect to the chapter calendar. You will play a key role in the chapter because you will be engaging board members/volunteers and helping to motivate them to do their best for the chapter. You will be working with people at every level, keeping them informed and reporting any positive developments to the Director of Member Engagement.

**Time Commitment:**

**Term**: One Year

**Estimated Time Requirements per month:**

* Attending monthly chapter meetings: 2 hours plus travel time
* Meeting Time with Executive VPs and Current President: 1-2 hours
* Planning, Writing, and Drafting Chapter-facing Communication: 4 hours
* Attend monthly board meeting: 1.5 hours plus travel time.
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (strongly recommended)

**Responsibilities:**

* Manage internal communications output.
* Prepare strategic communication plan for chapter.
* Execute steps within a specified time frame.
* Ensure communication strategy is consistent and reflects the chapter’s strategic vision.
* Measure and present results of communication efforts.
* Adjust communication plan as needed.
* Set timing of release to coordinate with chapter events or initiatives.
* Refine core messaging to ensure consistency in all aspects of communication including development, organizing and education.
* Edit, design, and print internal publications.
* Special projects as assigned.

**Training**

* Train volunteers that assist marketing and communication efforts
* Train incoming Director of Internal Communications
* Update personal knowledge of ATD strategies and operations
* Train incoming Director of External Communication

**General**

* Support and promote CARE and the strategic goals and action plans of the chapter

**Board Participation**

* Attends monthly board of director’s meetings
* Represents the chapter professionally and ethically in all business functions/organizational activities
* Participates in other chapter events, committee meetings, and regional conferences as available

**Qualifications:**

* Member of Greater Richmond ATD Chapter (required)
* Outstanding verbal and written communication skills (required)
* Strong collaborative attitude and style; experience working across functional teams (preferred)
* Member of ATD National (recommended)
* Skilled in collaboration, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* Paid Professional-Plus Level Membership to ATD National (when appropriate)
* ALC conference and hotel registrations (when appropriate)