

SHOWCASE EMPLOYEE LEARNING

Volunteerism



December 5-9, 2016

Volunteerism, according to Dictionary.com, is the policy or practice of volunteering one's time or talents for charitable, educational, or other worthwhile activities, especially in one's community.

If you are interested in learning more about volunteering as a SEVA Board Director, [click here](#).

Thank you for participating in SEVA-ATD Learning Week 2016, an awareness campaign highlighting the important connection between learning and achieving organizational results.

This week, SEVA provided information that if used, will aid in maximizing current and future SEVA member's membership as well as in opportunities to develop their talent.

Please complete the Learning Week 2016 [survey](#).

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Position Summary:

Directors are Chapter leaders who are willing and able to take on the responsibility for member services and specific tasks required to provide those services.

Estimated Time Commitment per Month: 8 - 10 hours

Term: One year or two year terms

Specific Director Committees

Director – Membership

Key Duties

- Promote membership in SEVA
- Collect input from members on SEVA benefits and chapter effectiveness
- Maintain records for current, past and prospective members
- Maintain membership database and directory
- Approve membership applications and respond to membership inquiries

Director – Marketing

Key Duties

- Develop a strategic public relations plan designed to promote SEVA
- Develop and submit monthly press releases for SEVA events
- Design marketing materials and a media strategy for SEVA
- Maintain press/media contact database
- Monitor press/media advertisements to ensure information is disseminated

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Director – Social Media

Key Duties

- Manage and oversee the social media sites for SEVA
 - Facebook
 - Twitter
 - LinkedIn
- Ensure accurate information is posted
- Ensure requests to join social groups are followed up on
- Ensure membership information is available Association for Talent Development (ATD)

Director – Professional Development/Networking Events/Orientation

Key Duties

- Plan and execute professional development activities
- Arrange appropriate facilities to conduct the activities
- Plan topics and scheduled speakers
- Monitor registration and catering requirements
- Provide Event Planning worksheet to SEVA Officials upon completion

Director – Book Club

Key Duties

- Plan and execute the quarterly book club
- Select a book revolving around an ATD Areas of Expertise (AOE)
- Coordinate the purchasing of the book
- Monitor the progress of individuals registered for the book club
- Hold a quarterly meeting to discuss the book as a group
- Provide Event Planning worksheet to SEVA Officials upon completion

Director – Beginner's Boot Camp

Key Duties

- Plan and execute the five month series of workshops

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Director – Beginner’s Boot Camp

Key Duties

- Plan and execute the five month series of workshops
- Encourage participation from individuals new to T&D
- Mentor individuals new to T&D
- Assist individuals with specific AOE
- Assist individuals with presentation skills
- Provide Event Planning worksheet to SEVA Officials upon completion

Director – Career Club

Key Duties

- Assist in overseeing the career club (Southside or Peninsula)
- Assist in arranging for speakers and locations
- Assist in tracking participants of career club
- Actively pursue companies to post jobs on the SEVA website