

Director of Student Relations

Position Summary

The director of student relations manages and promotes student engagement within the chapter by developing and executing initiatives such as a scholarship program, internship program, college outreach efforts, and student special interest groups.

Terms

One year.

Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors

Estimated Time Requirement

Activity	Hours
Chair a Student Relations Committee	4-5
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend 6 Member Events (every other month) [3.0 * 6]	1-3
Annual Estimate of Hours	~37

Functional Responsibilities

Student Recruitment and Engagement

- Serves as a liaison between local educational institutions and the chapter
- Encourages local academia to participate in ATD Higher Education community
- Serves as liaison between members of the student relations committee and the chapter board
- Serves as communications link between students and chapter in disseminating information relative to student programs, scholarships, internships, and CPLP certification
- Works with local academia to encourage student participation in local professional chapter meetings
- Communicates with local academia to provide classroom visits to discuss the talent development profession, ATD and chapter membership, internships/scholarships, etc.
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

Scholarship and Internship Programs

- Drives initiatives to provide appropriate assistance to student members through scholarship programs, internships, or special student activities as supported by the board/chapter
- Makes recommendations on scholarship amounts and number of recipients

**NM ATD Chapter
Director of Student Relations (cont)**

- Develops scholarship applications evaluation criteria and designs the appropriate materials
- Evaluates applications and makes recommendations
- Oversees the internship program
- Sends out requests to local professionals and chapter members for internship postings
- Forwards openings to local academic faculty members

Student Special Interest Group (SIG)

- Provides guidance and direction relative to the organization of student special interest groups
- Selects and acts as a liaison to a faculty advisor or chapter member(s) to head the group, report back to the board, and attend group meetings regularly
- Ensures a reduced rate is established for student members
- Establishes a mentoring program with current members and student members

Board Participation

- Supports and promotes chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represents the chapter professionally and ethically in all business functions/organizational activities
- Attends and participates in all board and chapter meetings. Participates in other chapter events, committee meetings, and regional conferences as available

Board Duties (as per Bylaws)

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

Qualifications/Skills

- Board members are required to maintain membership in ATD (National) [can be waived].
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Strong written and verbal communication skills
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to fully participate in chapter programs and board meetings
- Has a willingness to advocate for the chapter

- Ability to seek others out as volunteers

Resources

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)