**Director Community Relations & Strategic Partnerships**

Responsible for reaching out to the Greater Las Vegas community to create, strengthen and encourage partnerships with community businesses and other associations.

# Roles & Responsibilities

* Recruit partnerships in the Las Vegas community (examples SHRM, ICF, ISPI, NSA, UNLV)
* Work with local associations and businesses to obtain sponsorships and/or donations
* Recruit new chapter members from local hospitality organizations, schools, etc. (high schools, CSN, UOP, UNLV, WGU, etc.)
* Promote the chapter through community work and community events
* Represent the chapter professionally and ethically in all business functions and organizational activities
* Attend and participate in monthly board and chapter meetings
* Participate in other chapter events, committee meetings, and regional conferences as available

# Weekly Tasks

* Follow up with other Board Members as needed
* Upload new documents to Google Drive as needed
* Invite new members to the ATD Greater Las Vegas LinkedIn Group

# Monthly Tasks

* Attend and present an update at monthly Board Meeting via status report
* Update website by hiding/disabling current event immediately after event

# Annual Tasks

* Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ **CAREA**
* Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ **CARE**