

# **CPLP Manager**

**Position Summary:**

The CPLP Manager reports to the VP for Professional Development and manages and promotes member engagement within the Florida Suncoast Chapter by developing and executing the CPLP (Certified Professional in Learning and Performance) study-group program.

**Term:** One year; appointed by VP for Professional Development; position can be renewed or changed, as necessary, at the discretion of the Chapter Board.

**Time Commitment:** 5-7 hours planning of preparation for X months; 8-10 hours a month for X months. **(REVIEW THESE NUMBERS AS I’M PRETTY SURE THEY’LL VARY depending on phases; modify to reflect realistic estimates; organize them differently if it makes sense to do so.)**

Estimated Time Requirements per month:

* Plan, recruit, meet and implement a CPLP study-group program: 2 hours
* Manage all CPLP program-related issues: 2-4 hours
* Work with and provide updates to the VP for Professional Development: 1 hour
* Lead, co-lead (or recruit a leader) the study-group sessions: 8-10 hours

**Responsibilities:**

**CPLP Recruitment & Engagement**

* Serves as a liaison between local educational institutions and the chapter
* Encourages local academia to participate in ATD Higher Education Affiliate Program
* Creates marketing ideas for CPLP classes and delivers to VP of Marketing and Communications for implementation
* Serves as communications link between members and chapter in disseminating information relative to student programs, scholarships, internships, and CPLP certification

The positions that the CPLP Manager is supported by:

* VP for Professional Development
* VP for Finance
* VP for Marketing and Communications
* Webmaster
* Newsletter Editor
* Social Media Manager

**Qualifications:**

* Skilled in written and verbal communication, personal interaction, and problem-solving
* 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 seek others out as volunteers
* A member in good standing with the local chapter

**ATD Resources:**

[Chapter Coach](http://www.astd.org/membership/ChapterLeadership/ChapterServicesDepartment/)

[National Advisors for Chapters (NAC)](http://www.astd.org/membership/ChapterLeadership/ChapterCommittees/National+Advisors+for+Chapters-NAC.htm)

[Chapter Affiliation Requirements (CARE)](http://www.td.org/Members/Chapters/Chapter-Leader-Community/Chapter-Administration)

[Sharing Our Success (SOS)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Chapter Leader Community (CLC)](http://www.astd.org/membership/ChapterLeadership/ChapterRecognitionPrograms/sharingOurSuccess.htm)

[Leadership Connection Newsletter](http://www.astd.org/membership/resourcesForChapterLeaders/ChapterLeadership/Resources/LCN.htm) (LCN)

[Toolkits](http://www.astd.org/membership/ChapterLeadership/Resources/Toolkits/)

[ATD Leadership Institute (ALI)](http://www.astd.org/membership/ChapterLeadership/LeadershipDevelopmentPrograms/ASTD+Leadership+Institute+%28ALI%29.htm)