



1640 King Street Box 1443
Alexandria, VA 22313-1443 USA
t: 800.628.2783 703.683.8100
f: 703.683.8103 www.astd.org

2010 Chapter Leader Welcome Kit

Welcome to your role as an ASTD chapter leader! Thank you for your leadership!

At ASTD, chapters play an important role in the overall success of the organization and in advancing the field of workplace learning and performance. [Chapter coaches](#) on the ASTD chapter services staff are the primary point of contact for chapter leaders, providing guidance and helping chapters to meet their goals.

The [National Advisors for Chapters](#) (NAC) also provide guidance to your chapter. NAC advisors are past chapter presidents who have volunteered to assist chapters; contact information for your assigned NAC advisor is listed [online](#). Please add your chapter coach and NAC advisor to your chapter member distribution lists so that they are up-to-date on all your chapter activities.

Please find the following resources that will assist you with your new volunteer role:

- [Chapter Leader Resource Guide](#)
- [Chapter Leader Toolkit Guide](#)
- [Chapter Resources Mind Map](#)

Additional resources for your chapter can be found on the [Chapter Leader Community website \(CLC\)](#). As a chapter leader you are encouraged to take a moment to familiarize yourself with the tools currently on the CLC, including toolkits and templates. The [short links guide](#) is a handy tool that outlines all the resources that can be found on the CLC.

Finally, chapter leaders having not attended the Chapter Leader Orientation webcast, which was held on February 18, are encouraged to view the recorded session. This, along with other chapter focused webcasts, can be found [here](#).

Best wishes for a successful year in your leadership role. We look forward to working with you!

Sincerely,

Chapter Coaches:

Lisa-Marie Gardner, Phone: 703.683.8167, Email: lgardner@astd.org

Geoff Woliner, Phone: 703.683.8166 Email: gwoliner@astd.org

P.S. Save the dates: [Chapter Leader Day](#) is May 31 in Chicago, IL, and the [ASTD Chapter Leaders Conference](#) is September 30-October 2 in Arlington, VA.