# Divisional Council Skills Checklist

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| **Divisional Council scope of responsibility and the skills required to deliver on this** | **Tick where AITD national training support is required (divisions only)** |
| Developing a calendar of events for the year ahead, with a range of different event types planned to attract a wide-range of members and potential-members alike. |  |
| Producing meeting agendas, minutes, and action item lists, and using SharePoint to access/store these documents. |  |
| Effective running of meetings, keeping to the agenda, managing time, and giving everyone a voice. |  |
| Running effective and engaging online events using Zoom, with recording functionality. |  |
| Running effective and engaging in-person events, that are (preferably) linked to the AITD National Conversation. |  |
| Understanding my role as an AITD Divisional Council member and how I contribute to our Vision, Mission and Values. |  |
| Understanding how to measure and achieve optimal outcomes for Divisional Council local events and initiatives. |  |
| Actively use social media channel/s to promote AITD local events (and potentially courses) to drive increased awareness and engagement from L&D professionals in your network/s. |  |
| Communication channels between the Divisional Council and National Office are clear, and effective to share information and feedback, up and downstream. |  |
| Tools and templates stored in AITDs SharePoint site are used as required eg Event Planner, Event Checklist, Expense Reimbursement form, Meeting agenda and minutes etc. |  |
| Actively engage members and potential-members in conversation at local events to ensure we engage them and capture their informal feedback. |  |
| My behaviour is aligned with our Values of: Learn – Innovate – Connect – Share – Lead - Include and our Divisional Council exhibit these at every opportunity. |  |
| As an AITD Divisional Council member I actively and equally contribute to the success of our local events. I attend at least 80% of our meetings, and am confident that I am a valued member of our team. |  |
| I have an up-to-date bio on the AITD website and profile picture. |  |