



**Position:** Digital Learning Forum (DLF) SIG Chair

**Term:** One year

**Time Commitment:** 1 hr./month

**Tasks:**

Board Meetings: Monthly

- Attend monthly teleconference meetings and share good ideas to strengthen our chapter.
- Attend monthly chapter meetings.

eBlast Messages: Monthly during September-May

- Provide DLF meeting information for eBlast to the External Communications Chair.

General Duties: As Needed

- Distribute DLF meeting information at monthly chapter meetings and other professional association events (e.g., PACT, ASTD, STC, etc.).
- Post monthly DLF meeting information on the ASTD and MNISPI websites under calendar of events.
- Attend monthly DLF meetings.

Transition: Spring/Summer

- Identify and approach potential candidates who could serve as DLF SIG Chair.
- Train and provide support to new board members.

Recently held by:

- Sue Mehrkens