

# Call for Nominations



## Track Chair

### 2016 AHRD International Research Conference in the Americas

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The Academy of Human Resource Development (AHRD) solicits applications or nominations for the position of Track Chair of the *AHRD International Research Conference in the Americas*. The Track Chairs are highly strategic AHRD leadership roles and are critical in providing a rewarding conference experience for attendees. There are eight Track Chair positions to be filled.

The Track Chair ensures that the content and the design of the refereed and non-refereed sessions are supportive of the particular track. Track Chairs are responsible for assembling and managing a team to support their efforts including the possible designation of one or more Associate Track Chairs. This is a twelve month renewable position, effective March 2015 through the conclusion of the 2016 conference. Former Track Chairs, SIG leaders, and leading scholars/practitioners are strongly encouraged to apply.

The tracks for the 2016 conference will likely be the following (final tracks to be determined in consultation with 2016 Program Team, including selected Track Chairs in Spring, 2015):

1. Workplace Learning
2. Organizational Development & Change
3. International; Global & Cross Cultural Issues
4. Leadership & Career Development
5. Critical, Social Justice, Diversity Perspectives in HRD
6. HRD Performance & Strategy
7. Technology, E-Learning & Virtual HRD
8. Assessment & Evaluation

#### **Duties:**

- Manage the process of reviewing, selecting, and organizing scholarly papers.
- Recruiting, developing, and supporting track reviewers involved in the review process.
- Assist in determining the relevance and appropriateness of submissions for the conference proceedings.
- Actively encourage and provide feedback to individuals submitting proposal for sessions.
- Initiate, organize, and when possible, facilitate invited symposia or panel discussions.
- Interact with the Program Team and the SIG leaders to ensure the highest quality learning experience for conference attendees.
- Assist the Proceedings Editors in carrying out the overall responsibility for the published content.
- Work in collaboration with the authors and reviewers.
- Copy edit and proofreading contents of authors' works .
- Provide editorial help for specific sections or articles.

- Participate in meetings and other events required for conference planning.

**The required or desired qualifications for this position are:**

- Experience with producing research and scholarship, including having actively published in proceedings of an AHRD affiliated conference.
- Have been a reviewer or Track Chair previously or for an AHRD affiliated conference.
- Experience in project management.
- Hold AHRD membership and willingness to maintain membership for the duration of the term (three roles during the three year term).
- Proficient use of software, like Microsoft Word, Excel, etc.
- Strong communication and interpersonal skills.
- Be able to multi-task and to work with a close deadline
- Academic or educational institution affiliation preferred, but not required.

Questions about the expectations of the Track Chair may be directed to the 2016 Proceedings Editor, Angela Titi Amayah, at ([Angela.TitiAmayah@esc.org](mailto:Angela.TitiAmayah@esc.org)) or the Program Chair, Jason Moats ([jbmoats@tamu.edu](mailto:jbmoats@tamu.edu)).

Applications or nominations, in the form of a vitae/resume and a cover letter specifying your interest and qualifications as related to the role should be sent to the AHRD Office at [office@AHRD.org](mailto:office@AHRD.org) by **February 13, 2015** (midnight MST).