

Leader Position Description: Vice President of Programs

Position Summary:

The vice president of programs oversees the chapter's programming function, including responsibility for topic/speaker selection, site selection, and overall meeting management and reporting.

Time Commitment:

Term: Two years

Time Requirements per month:

- Attending board meetings
- Attending programs committee meetings
- Attending monthly chapter programs
- Communicating with newsletter editor, individuals responsible for website, administrative office and committee members

Responsibilities:

Program Development

- Ensures a relevant program/event is held on a regular basis (at least one each quarter)
- Solicits program topics from membership and evaluates relevance and interest to members
- Administers program events within budget
- Attracts and secures speakers who address the concerns and interests of the membership
- Coordinates locations for meetings
- Collects and reports on participant feedback of programs, and uses feedback to plan future events
- Provides meeting details, including speaker's biography for chapter website and/or newsletter.

Training

- Recruits and trains incoming vice president of programs and events and makes recommendation to him/her regarding future speakers, topics, etc.
- Recruits and trains volunteers to support program functions.

Board Participation

- Attends board meetings, chapter programs, and regular committee meetings.
- Represents the chapter professionally and ethically
- Participates in board meetings and chapter meetings, ATD International Conference and the ATD Chapter Leadership Conference (ALC)

Qualifications:

- Member of ATD and chapter
- Possesses marketing and public relation skills
- 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 attract and lead committee members
- Time available to fully participate in chapter events