Board of Directors Role

**Chapter Leader Position Description: Director of Programs**

Term: One year

Reports To: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Position Summary:**

To oversee the chapter’s program committees and function that ensures relevant professional development sessions for our membership and constituents.

**Time Commitment:**

**Term:** One or Two years

**Estimated Time Requirements per month:**

* Attending board meetings: 2 hours plus travel time
* Attending monthly chapter meetings: 3 hours plus travel time
* Communicating with Chapter Administrator about routine issues: 1 hours per month

**Responsibilities:**

**Program Development**

* Solicit program topics from membership data, program evaluations, and Board input on an ongoing basis.
* Network with other chapters and community organizations to maintain current perspective on the industry.
* Ensures a relevant program/event is held on a regular basis (at least one each quarter)
* 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.
* Actively participate in the selection of topics and sourcing of speakers for specific chapter events.
* Identify “member teams” for each topical meeting and delegate responsibility for meeting management for each event to appropriate team.
* Coach team members regarding the following duties to ensure successful events:
	+ Speaker support
	+ Logistics
	+ Refreshments
	+ Raffles/Drawings
	+ Evaluation
	+ Follow Up (work with Marketing, Chapter Administrator, and Membership)
* Maintain ongoing record of programs and possible speakers for upcoming events.
* Attend and participate in regular Board meetings, chapter meetings and, when possible, regional and national ATD events.
* Recruit and train/coach incoming Director of Programs.
* Represent chapter professionally and ethically in all business functions, meetings, and activities.

**Training**

* Recruits and trains incoming Director of Programs 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)
* Participates in other chapter events, committee meetings and conferences as available

**Role Succession Plan:**

Term is one year, may serve a 2nd year if elected. Potential successor to be identified from current Board members and associates and coached during 2nd term

**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