

## Vice President of Programs

### **Position Summary:**

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

### **Time Commitment:**

**Term:** One year

### **Estimated Time Requirements per month:**

- Attending board meetings: 2 hours plus travel time
- Attending monthly chapter programs: 3 hours plus travel time
- Performing other duties: 2-4 hours

### **Responsibilities:**

- Ensures a relevant program/event is held in accordance with by-laws and Chapter Affiliation Requirements (CARE)
- 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
- Informs presenters of the guidelines posted on the chapter's website
- Acts as host for presenters at chapter meetings, including meeting them early to setup, arranging A/V needs, and introducing them
- 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 marketing materials.
- Represents chapter professionally and ethically in all business functions and organizational activities
- Maintains active membership in ATD National and the Local Chapter

- Attends BOD meetings, Chapter meetings, and Strategic Planning Meetings
- Supports membership and attendance goals as determined by the BOD
- Complies with the Chapter's By-Laws and understands his/her responsibilities under the By-Laws
- Assists other BOD members with tasks as needed including the tasks of vacant BOD
- Trains and mentors the incoming VP of Programs