

Chapter Leader Position Description: Vice President of Programming

Position Summary:

The vice president of programming will organize chapter programs of value and interest to the members.

Time Commitment:

Term: Up to two years

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Recruit, attract, obtain, schedule presenters for coming year: 5-10 hours per week
- Attending monthly chapter meetings: 3 hours plus travel time
- Communicating with administrative office and other board members about routine issues: 2-4 hours

Responsibilities

- Responsible for all program development to meet member needs
- Set the calendar by October of the previous year with most monthly programs scheduled with the date time, title, presenter and location
- Determine program location and schedule the facilities for the program
- Request program descriptions from speakers for advertising and communication purposes and send to Communications Director to post and email.
- Coordinate day of program duties including:
 - Utilize survey results and past program evaluations
 - Greet speaker and help with set up
 - Prepare registration materials and set up
 - Welcome participants & introduce speaker
 - Provide evaluations for after each program
- Solicit knowledgeable and skilled speakers (locally, regionally, state, and national) to present information applicable and of value to membership.
- Review and evaluate potential speaker(s)
- Utilize a variety of methods to encourage program attendance and participation
- Encourage all BOD Members to arrive early with assigned duties of set up, greeting and collection of fees. Also important to help with networking of existing and potential new members.

Board Role

- Attends and participates in monthly board meetings, chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC)
- Participates in other chapter events, committee meetings and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities
- Participates in the development and implementation of short-term and long-term strategic planning for the chapter

Qualifications:

- Member of ATD and chapter
- Effective verbal communication, leadership, diplomacy, personal interaction, problem-solving and meeting management
- Ability to lead a committee, delegate tasks, and monitor progress
- Ability to build, motivate, and lead a team of volunteers
- Ability to plan, organize, and evaluate chapter activities/presenters/programs/member requests
- Demonstrated ability to manage projects/large events
- Time available to fully participate in chapter and board meetings, and represent the chapter regionally and nationally