

## **Vice President of Programs – One Year Term**

**Position Summary:** The Vice President of Programs, an elected position and voting member of the Board, is responsible for providing guidance and resources to ensure that the Chapter's program goals and obligations are fulfilled. This primarily involves assembling a Program Committee for the purpose of developing and scheduling of programs that will meet the developmental needs of the membership.

### **Position Responsibilities:**

- Develops and leads a Program Committee that selects speakers for Chapter programs and handles the setup and delivery of the programs to the membership.
- Coordinates the selection of speakers, informs the speakers of timing details, and handles registration at the door to collect funds and track attendance.
- Prepares program overview, including, but not limited to, marketing, budget, and logistics to share with chapter's leadership.
- Collaborates with Vice President of Marketing to determine marketing strategy for programs and events.
- Attends Board meetings and as many Chapter activities as possible.
- Determines program location and agenda and distributes evaluation.
- Works with the chapter's leadership to arrange yearly budget in regard to Programs.
- Determine appropriate recognition for program speaker(s).

### **Position Qualifications:**

- National ATD membership
- Strong attention to detail
- Good management and leadership skills

### **Time Required:**

- Approximately 6-7 hours per month, including Board meetings