

## Vice President of Programs

### Position Description

The Vice President of Programs is responsible for recruiting Program Committee members and leading them in planning/scheduling topics, selecting speakers, and overseeing monthly Chapter meetings. Additional responsibilities include coordinating with the Vice President of Marketing to publish meeting announcements.

### Essential Duties and Responsibilities

- Lead the Program Committee in planning relevant topics and recruiting speakers for monthly Chapter meetings based on member interests and current training and development practices.
- Introduce speakers at meetings including providing a brief biography. Team with the President to deliver announcements, etc. Conclude meetings by thanking speakers and presenting a speaker gift.
- Recruit and select viable speakers by using the ATD Midlands Speaker Proposal. Send and review meeting evaluations and implement strategies based on feedback.
- Partner with the Vice President of Marketing to publish event/meeting announcements on website.
- Lead in development of semi-annual member survey with a focus on identifying topics requested by membership and on identifying potential speakers.
- Give oversight to ad hoc groups and assist as needed (e.g., study group for CPLP).
- Purchase and deliver speaker gifts. Write thank you notes as appropriate.
- Partner with Vice President of Finance to ensure event and/or speaker expenses are within budget and approved by Board.
- Assist in creating revenue opportunities through event planning.
- Attend and participate in Board meetings and chapter meetings. Participate in other chapter events committee meetings, and regional conferences as available.

### Qualifications

- National member of ATD and a member in good standing of the Midlands ATD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.

- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc.).