

Vice President of Programs and Events

Position Summary

This role oversees the chapter's programming function and developing the strategic plan for the year, including topic and speaker selections, location/site selection and coordination, overall management and reporting of attendance.

Terms

One Year.

Board members shall be elected to serve terms of one year, but no more than three consecutive terms. Board members may stand for re-election to the same board position, but no more than three consecutive terms. Terms may be extended to address a business need and approved by the Board of Directors

Estimated Time Requirement

Activity	Hours
Coordinates Meeting Logistics (i.e. Location, Technical Requirements, Directions, etc.).	1-3
Develops a program/event schedule, ensuring commitments for presentation/speaker, workshops and, recruit speakers, etc.	4-5
Communicating with newsletter editor, individuals responsible for website, administrative office and committee members about routine issues: [2.0 * 6]	1-2
Communicating with Board and chapter on routine issues [1.0 * 12]	0.5-1
Author Blog/Newsletter	1-2
Attend 6 Board Meetings (every other month) [2.0 * 6]	1-2
Attend, Plan, Coordinate, Recruit future speakers/events and Host 6 Member Events (every other month) [5.0 * 6]	2-5
Annual Estimate of Hours	~74

Functional Responsibilities

Program Development

- Ensuring relevant programs/events are held regularly
- Soliciting program topics from members
- Evaluating relevance and interest of topics to members
- Administering programming within budget
- Coordinating meeting locations / coordinating virtual connections
- Administers program events within budget
- Collecting and reporting on participant feedback and using feedback for continuous improvement of events
- Providing information about upcoming events to VPs of Communications and Social Media

Training

- Recruits and trains incoming vice president of programs and events and makes recommendation to him/her regarding future speakers, topics, etc.
- Recruits and trains volunteers to support program functions.

Board Participation

- Represent the chapter professionally and ethically
- Participate in all board and chapter meetings, chapter events, committee meetings, and regional conferences
- Work collaboratively with other board members (i.e., VPs of social media, events, membership) to highlight the value of membership

Board Duties (as per Bylaws)

- Establishing and implementing policies and procedures for the operation of the chapter to Ensure National Chapter Operating Requirements (CORE) compliance;
- Approving the strategic plan, the annual plan, and the budget;
- Approving categories of membership;
- Authorizing committees of the Chapter; and
- Performing other functions as appropriate for the Board of Directors

Qualifications/Skills

- Board members are required to maintain membership in ATD (National).
- Board members are required to maintain membership in ATD (NM Chapter).
- Commitment to the chapter mission, vision, strategy, and goals
- Commitment to full participation in board meetings and chapter events
- Commitment to serve as an advocate for NM ATD Chapter
- Strong written and verbal communication skills
- Strong delegation and follow-through skills
- Leadership, diplomacy, problem-solving and facilitation skills
- Ability to lead a committee, delegate tasks, and monitor progress
- Strong ability to build, motivate, and lead a team
- Strong planning, organization, and execution skills
- Ability to evaluate chapter activities and outcomes
- Representing the chapter regionally and nationally as appropriate

Resources

[Chapter Relations Manager \(CRM\)](#)
[National Advisors for Chapters \(NAC\)](#)
[Chapter Affiliation Requirements \(CARE\)](#)
[Sharing Our Success \(SOS\)](#)
[Chapter Leader Community \(CLC\)](#)
[Leadership Connection Newsletter \(LCN\)](#)
[Toolkits](#)
[Chapter Leader Webcasts](#)