

2015 ATD-KC Board

Position: Vice President of Programs and Special Events

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: Two years

Estimated Time Requirements per month:

- Attending board meetings: 2 hours plus travel time
- Attending programs committee meetings: 1-2 hours plus travel time
- Attending monthly chapter programs: 3 hours plus travel time
- Communicating with newsletter editor, individuals responsible for website, administrative office and committee members about routine issues: 2-4 hours

Responsibilities:

Program Development

- Ensures a relevant program/event is held on a regular basis (at least one each quarter)
- 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
- Coordinates locations for meetings
- 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/or marketing.

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

- Attends board meetings, chapter programs, and regular committee meetings.
- Represents the chapter professionally and ethically
- Participates in board meetings and chapter meetings, and if possible, the ATD International Conference and the ATD Chapter Leadership Conference (ALC)

Qualifications:

- Possesses marketing and public relation skills
- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- Time available to fully participate in chapter events
- National member of ATD and a member in good standing with the local chapter