

Director of Programs

Position Description



Position Summary

The Director of Programs oversees the chapter's programming function, including responsibility for topic/speaker selection, venue selection, and overall meeting management and reporting.

Responsibilities

- Ensures relevant programs and events are held on a regular basis.
- 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.
- Identifies venues for in-person events and coordinates venue logistics, including audio-visual needs.
- Reviews and recommends program pricing.
- Collects and reports on participant feedback of programs, and uses feedback to plan future events.
- Partners with Technology and Marketing and Communication to provide program details, speaker's biography, images and any other relevant content for marketing programs (website, email and social media).
- Prepares and presents speaker gift at the end of every program, if applicable. Sends thank you within one week after the program.
- Recruits and trains volunteers to support programming functions and develop successors for the Director of Programming role
- Attends and participates in monthly board meetings, chapter meetings, and ATD Chapter Leaders Conference (ALC), when available.

Requirements

- Be a member in good standing of CVATD and ATD
- Ability to serve full term of the position (2-years)
- Consistently attend CVATD Board and Committee meetings or appoint a representative to attend
- Regularly attend CVATD events and functions
- Associate Professional in Talent Development (APTD) or Certified Professional in Talent Development (CPTD) Certification encouraged

Time Commitment

- Attend board meetings: 1-2 hours monthly
- Attend board retreats: 4 hours twice per year
- Perform project work:
 - 1-3 hours/month for administration, communication and 1:1 meetings
 - 1-2 hours/month coordinating and preparing program speakers
 - 1 hour/month preparing monthly board reports
 - 5-10 hours/year for strategic planning and special projects
- Optional development activities: Monthly webinar with NAC, ATD Leadership Conference

Benefits of Serving

- Discounted ATD membership and free upgrade to Professional Plus membership
- Develop/practice organizational and leadership skills
- Opportunity to increase professional network by participating in chapter meetings, board meetings, regional, or ATD Leadership meetings and events
- Professional development opportunities through NAC and ATD Chapter Leadership Programs (budget permitting)