

## Program Director

### Position Summary:

The Program Director oversees the chapter's programming function, including facilitating the selection of topic and speaker, site selection, and program committee meeting management and reporting.

### Time Commitment:

**Term:** One year

**Selection:** Appointed by President with Board endorsement

### Estimated Time Requirements per month:

- Attending board meetings: 1.5 hours including prep
- Attending programs committee meetings: 1-2 hours plus prep
- Attending monthly chapter programs: 2 hours plus travel time
- Coordinating program logistics: 2-4 hours weekly (will vary)

### Responsibilities:

#### Program Development

- Plans and updates program calendar and topics.
- Ensures a relevant program/event is held on a regular basis (at least one each quarter).
- Works with Director of Marketing and Communications to "message" and properly advertise programs and events.
- Solicits program topics from membership and evaluates relevance and interest to members (at events and through member survey).
- Works with Finance Chair to administer program events within budget.
- Coordinates plan to attract and secures speakers who address the concerns and interests of the membership.
- Works with the speaker to identify clear and relevant program objectives.
- Delegates relevant program administration tasks to the Program Coordinator, such as location selection and confirmation, speaker accommodations, supplies, etc.
- Collects and reports on participant feedback of programs, and uses feedback to plan future events.
- In collaboration with Membership Director, conducts annual needs assessment on membership of the chapter using ASTD Competency Model as a guideline and reports to Board and chapter membership the results of the assessment.

#### Training

- Recruits and trains incoming Program Director and Program Coordinator.
- Recruits and trains volunteers – from Board and general membership - to support program functions.

#### Board Participation

- Attends board meetings, chapter programs, and regular committee meetings regularly.
- Forms and chairs a program committee.
- Represents the chapter professionally and ethically.
- Facilitates the identification of relevant topics and potential presenters with the board of directors.



- Summarizes and shares relevant program data and information to the board to assist in strategic program goal setting.

**Qualifications:**

- National member of ASTD and a member in good standing with the local chapter.
- Time available to regularly participate in chapter events.
- 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 execute activities within expected budget guidelines
- Ability to attract and lead committee members.

**ASTD Resources:**

[Chapter Relations Manager](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Operating Requirements \(CORE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)