

**Chapter Leader Position Description: Director of Event Planning**

**Position Summary:**

The Director of Program and Event Planning is responsible for assisting the VP of Programs with the chapter’s programming function, including responsibility for topic/speaker selection and site selection.

**Time Commitment:**

**Term**: One Year

**Estimated Time Requirements per month:**

* Perform responsibilities of the position and participate in communications about chapter issues: 5 hours
* Prepare monthly report: 1 hour
* Attend monthly board meeting: 1.5 hours plus travel time for in-person meetings
* Attend monthly chapter meetings when possible: 2 hours plus travel time and additional time to cover setup and breakdown as needed
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (optional)

**Responsibilities:**

**Programs**

* Coordinate locations for membership meetings
* Solicit program topics from membership and evaluate relevance and interest to members
* Assist VP to ensure a relevant program/event is held on a regular basis, at a set time of the month to allow for member scheduling with varied times of day
* Assist VP to attract and secure speakers who address the concerns and interests of the membership
* Collaborate with Director of Program Event Execution
* Recruit and train volunteers to support program functions

**Training**

* Recruit and train incoming Director of Event Planning
* Update personal knowledge of ATD strategies and operations

**General**

* May be asked to write articles for newsletter
* Support and promote CARE and the strategic goals and action plans of the chapter

**Board Participation**

* Reports efforts to the VP of Programs on a regular basis
* Participates in monthly board meetings
* Attends chapter meetings, ATD International Conference & Exposition, and ATD Chapter Leaders Conference (ALC), as available
* Participates in other chapter events, committee meetings, and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Qualifications:**

* Member of Greater Richmond ATD Chapter
* Member of national ATD (recommended)
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Discounted membership for national ATD
* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* ALC conference and hotel registrations (when appropriate)