

**Chapter Leader Position Description: Vice President of Programs**

**Position Summary:**

The Vice President of Programs oversees the chapter’s programming function, including responsibility for topic/speaker selection, site selection, and overall meeting management and reporting.

**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 : 1-2 hours
* Participate in at least one chapter-wide committee: 2 hours
* Attend monthly board meetings: 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
* Attend Annual Chapter Leaders (ALC) conference (optional)

**Responsibilities:**

**Programs**

* Ensure a relevant program/event is held on a regular basis (minimum of eight per year), at a set time of the month to allow for member scheduling with varied times of day
* Solicit program topics from membership and evaluate relevance and interest to members
* Administer program events within budget, set by Board and VP of Operations
* Attract and secure speakers who address the concerns and interests of the membership
* Coordinate all Programs-sponsored events
* Collect and report on participant feedback of programs, and use feedback to plan future events
* Provide meeting details, including speaker’s biography for chapter website and other marketing efforts
* Work with Directors of Program Event Execution and Event Planning to sustain and grow program offerings

**Training**

* Recruit and train incoming Vice President of Programs and make recommendations regarding future speakers, topics, etc.
* Recruit and train Directors and other volunteers to support program functions

**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 all program information to the board on a regular basis
* Reports on program status of chapter each January at strategic planning meeting and each month at board meetings
* 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, preferred
* 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
* Ability to delegate tasks and monitor follow-through
* Ability to attract and lead committee members
* 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:**

* Paid 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)