



Director, Professional Development and Programs

Position Summary:

The director 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

Participation Expectations:

- Attend at least 8 of 10 board meetings annually -- most board meetings are virtual
- As a leader in the Chapter, attend at least 2/3 of Chapter events
- Attend ATD Regional Chapter Leader monthly conference calls
- Recruit and train replacement

Responsibilities:

Chapter Support

- Ensures a relevant program/event is held on a regular basis (monthly 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
- 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 newsletter.

Board Participation (Voting Member)

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Provide a report on volunteer activities at the monthly Board meeting
- Maintain and update records relevant to the position for benefit of successor
- Before the end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during the transition period prior to successor's term of office
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

Key Collaborators

All Directors requiring assistance and, especially, the following:

- President
- Director, Marketing
- Director, Volunteers
- Director, Membership

Qualifications and Desired Characteristics:

- Required to be a member of ATD National and Valley of the Sun chapter
- 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
- Strong analytical and networking skills
- Ability to fully participate in chapter programs and board meetings
- Strong advocate for the chapter