

ASTD ATLANTA CHAPTER JOB DESCRIPTION

TITLE: PROGRAM CHAIR

TIME OF SERVICE: One year

REPORTING RELATIONSHIPS: Reports to VP Programs

MANAGES: Committee members

WORKS WITH: Workshop Chair, Newsletter Editor, and Chapter Administration

GENERAL FUNCTION: Provide programs for Chapter meetings that contribute to the accomplishment of the Chapter's purpose and goals.

LEADERSHIP RESPONSIBILITIES:

- Establish goals to support Chapter strategies.
- Recruit and orient committee members
- Help committee members understand how the committee impacts the Chapter as a whole by communicating goals and plans of the committee.
- Communicate regularly with committee to hold members accountable for reaching goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Be familiar with the Constitutional Bylaws and policies and procedures.
- Attend Chapter meetings on a regular basis.
- Identify and develop potential leadership for committee for upcoming year.
- Maintain confidentiality of ASTD business matters.
- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

AREA RESPONSIBILITIES:

- Acquire program planning checklist from previous Program Chair. Revise as needed to accommodate any changes for the year. Use the online presenter proposal form.
- Make selections of presenters based on chapter criteria, including expertise in desirable topics in the training and development field identified by membership in the most recent survey. Use the online presenter proposal form.
- Secure meeting place(s) within budget. It is strongly recommended that all regular dates be booked at the beginning of the year for the entire year.
- Provide program announcements to VP of Communications and/or Newsletter Editor and Internet Chair by established deadlines.

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- Communicate with speaker regarding accommodations, AV needs, room arrangement, content of introduction, etc. well in advance of the program (see checklist).
- Coordinate arrangements for the program with meeting place regarding accommodations, menu, AV needs, room arrangements, etc as needed an by appropriate deadlines.
- Purchase presenter thank-you gift within budget and if appropriate. Arrange for the presentation of gift at the end of the program.
- Arrange for someone to meet the presenter in a timely manner before the program to make sure all set-up preparations are being adequately met, as well as to assist the presenter with any last minute needs, and to make them feel welcome and comfortable.
- Arrange for someone to introduce the presenter.
- Provide a means for evaluation of each program by the participants. Publicize the results.
- Provide follow-up for each presenter, including thanks.
- Evaluate processes from the previous year and adjust, if desired, to accommodate the current year's committee.
- Provide the chapter office with a copy of all documents created for the performance of any of the responsibilities listed here.

QUALIFICATIONS:

- Planning, organization, and administration skills
- Decision making skills
- Financial management skills
- Leadership and management skills
- Dependability
- Ability to motivate volunteers
- Negotiation skills
- Some knowledge of potential speakers
- Preferred one year experience on Program Committee

ESTIMATED TIME COMMITMENT:

- 10 - 15 hours per month
- 6 hours for Chapter meetings