

ASTD GREATER ATLANTA CHAPTER OFFICER POSITION

TITLE: VP OF PROGRAMS

TIME OF SERVICE: One year (elected)

REPORTING RELATIONSHIPS: Reports to President

MANAGES: Program Chair and Workshop Chair

WORKS WITH: Executive Board and Extended Leadership Team members, Chapter Manager, potential external presenters, and the newsletter editor

GENERAL FUNCTION:

Guides and oversees professional development functions for programs, conferences and workshops.

LEADERSHIP RESPONSIBILITIES:

- Establish program related goals to support Chapter mission, vision, and strategies.
- Determine necessary committee structure to accomplish annual goals.
- Recruit and orient Committee Chairs.
- Help Chairs to understand how their role impacts the Chapter as a whole by communicating goals and plans.
- Communicate with Executive Board to solicit input and to inform them of plans and activities.
- Communicate regularly with Chairs to hold them accountable for meeting goals.
- Create and submit budget by the indicated deadlines and adhere to budget throughout term.
- Become familiar with the Constitution/Bylaws and policies and procedures.
- Attend Executive Board meetings as a voting member.
- Attend Chapter meetings on a regular basis.
- Act as liaison between Executive Board and committees to support decision making and conflict resolution.
- 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.

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AREA RESPONSIBILITIES:

- Work with Chairs to plan, oversee, and evaluate programs and workshops, including:
 - Soliciting and communicating with presenters.
 - Securing meeting places within budget.
 - Acquiring and operating audio/visual equipment.
 - Monitoring expenses and income relative to the Program budget.
 - Any other issues the Chairs need assistance with regarding their roles
- Work with President to secure program and workshop meeting place within budget.
- Stay informed of current industry trends and experts to evaluate and recommend presenters for programs and workshops.

Note: For more detail, see job description for Program and Workshop Chairs.

QUALIFICATIONS:

- General knowledge of ASTD.
- Previously held Committee Chair position, extremely helpful.
- Management and leadership experience.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.
- Public speaking skills for announcements.
- Negotiating skills.

ESTIMATED TIME REQUIREMENT:

- 4 hours for monthly board meetings.
- 3 hours quarterly for Extended Leadership Team meetings.
- 3 hours for monthly program meeting.
- 15 additional hours per week to perform specific duties of this area and to lead volunteers.
- 20 hours per month to manage event logistics, meetings and conference details.