**Chapter Leader Position Description: Director of Programs**

**Term**: One Year

**Monthly Time Commitment:** 5-7 hours

**Board Member Benefits – Total $700 value**

* Paid ATD national membership at the Professional Plus level
* Paid Greater Richmond ATD membership
* Paid registration to ALC (ATD Chapter Leaders Conference)
* Fantastic resume builder
* In-depth exposure and networking opportunities

**Position Summary:**

The Director of Programs is an essential part of the chapter that coordinates monthly professional development and networking events. Most events are virtual with a goal of hosting an in-person event once a quarter. Programming should be aligned with the ATD Talent Capability Model.

This role is primarily responsible for coordinating all the tasks leading up to the event day. Facilitation on event day is a shared responsibility of the board, but the Director of Programs is expected to serve as the lead facilitator if no other arrangements have been made. Programming currently runs on a monthly schedule for one hour typically either from 8-9 AM or 12-1PM, but this can change based on member feedback.

This position reports to the VP of Professional Development and closely partners with the Director of Marketing to drive awareness among members to ensure strong attendance to chapter programs and events.

**Board Participation**

* Attends board meetings and working sessions regularly (min. 80% attendance).
* Participates in other chapter events, committee meetings and conferences as available
* Represents chapter professionally and ethically in all business functions/organizational activities

**Duties & Responsibilities:**

* Manage in-person and virtual events
* Ensure majority of program topics offered are aligned with the ATD Capability Model
* Research and engage potential speakers for events (including scheduling)
  + Ensuring a consistent schedule planned out for a least the next two months out.
  + Provide speaker with needed details, rehearsal time (if needed), retrieving applicable materials all using our speaker form.
* Adding events to the Richmond ATD website
* Sharing event/program information with the Director of Marketing in a timely manner using the request from
* Send follow-up feedback surveys to attendees and evaluate results.
  + Report back to the board any key themes and propose any changes.
* Serve as lead facilitator at events to welcome members and introduce the speaker
  + Work with the board and volunteers to ensure event is effectively manned
* Ensure members receive any offered raffle prizes and the speaker receives a thank you note and a gift.
* Track completion of CARE accreditation requirements for Programs

**Updated: November 2023**

**Training**

* Train volunteers to assist with Live Events
* Train incoming Director of Live Events
* Update personal knowledge of ATD strategies and operations

**Board Participation**

* Attends monthly board of director’s meetings
* Represents the chapter professionally and ethically in all business functions/organizational activities
* Participates in other chapter events, committee meetings, and regional conferences as available

**Qualifications:**

* Member of Greater Richmond ATD Chapter (required)
* Well organized with multi-tasking skills (required)
* Ability to handle stress and remain calm (required)
* Proven track record of organizing successful events (preferred)
* Member of ATD National (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