

## Director of Programs

**Reports to:** Vice President of Education

**Term:** One year or as determined by the Board of Directors and Chapter Bylaws

**Time Commitment:** Estimated 3-4 hours per week, not including board meetings/retreats & chapter events

### Specific Responsibilities:

- Oversight of the following function and committee:
  - Quarterly Educational Programs
    - Educational Program Committee
      - Program Content/Speakers
      - Program Venue
      - Program Marketing
      - Program Technology
- Oversight of budget lines related to above activities.
- The Director (or his/her committee designee) is responsible to:
  - In conjunction with Director of Procurement and Sponsorship, assists with RFP process and selection of appropriate venues and service providers for quarterly educational programs.
  - Negotiate and finalize contracts with presenters/speakers and forwarding contracts to the President for signature.
  - Provide appropriate marketing and communication materials for above events to Communications Team via the Communications Request Form.
  - Work in collaboration with the Chapter Administrator to ensure both compliance and tracking of EIC Clock Hours for all Quarterly Educational Programs.
  - Coordinate logistics for Quarterly Educational Programs, including menu selection, AV, room set-up, registration, speaker hotel and travel, and any related activities.
- Create objectives related to Education programs to support the chapter's Strategic Business Plan.
- Educate committee chairs/members with processes, procedures and tools to achieve committee objectives.
- Keep current with industry standards, new education and content trends to enhance and improve chapter educational offerings and increase member engagement and satisfaction.