

## V.P. of Programming / Professional Development

Perform all duties of VP of Professional Development / Programming as outlined in the by-laws. Responsible for directing the professional development of all members, arranging programs of value and interest to members, maintaining and ensuring the quality of material presented and integrity of ATD functions, keeping the yearly calendar updated, and presenting a monthly update of activities for monthly Board meetings via the Score Card.

### Roles & Responsibilities

- Provide at least six professional development activities per year for members ~ **CARE**
- Recruit and secure speakers for monthly meetings
- Ensure speakers meet one of the ten AOE's and fill out Speaker Proposal Form
- Ensure all speakers meet the criteria as outlined in the Speaker Agreement
- Coordinate icebreaker activities at monthly meetings
- Ensure that at least a three-month calendar is available for marketing throughout the year
- Provide a calendar of events to VP of Communications for advertisement of programs on Website
- Present a report of activities, updates and upcoming events at monthly Board Meeting
- Recruit and train incoming Vice President of Programming / Professional Development
- Represent the chapter professionally and ethically in all business functions and organizational activities
- Attend and participate in monthly board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### Weekly Tasks

- Recruit and secure speakers for monthly meetings
- Follow up with other Board Members as needed
- Upload new documents to Google Drive as needed
- Ensure a Speaker Proposal Form and Speaker Agreement is completed for each presenter prior to their scheduled monthly meeting
- Maintain contact with speakers to answer questions and ensure topics pertain to the correct topic

### Monthly Tasks

- Attend and present an update at monthly Board Meeting via Score Card
- Confirm presenter for current month/ensure requirements are met/and all materials ready for the speaker
- Provide speaker information, description of topic, date, time, and location of monthly meetings to VP of Communications / Social Media at least 3 months in advance
- Coordinate icebreaker activities at monthly meetings
- Prepare presenter introduction for monthly meeting based on Speaker Proposal Form
- Print Speaker's Appreciation Certificate & Certificate of Free Meeting
- Talk about Power Membership at each Board meeting ~ **CARE<sup>A</sup>**

### Annual Tasks

- Conduct yearly chapter surveys to obtain needs, wants, and desires of chapter members in relation to topics in developing yearly program calendar
- Plan the annual Tribute to Learning with all Board Members
- Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ **CARE<sup>A</sup>**
- Complete a risk management assessment and operational plan with all Board Members ~ **CARE**

- Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ **CARE**

