

## Director of Programs

### Board of Directors – Metro DC Chapter ATD

**REPORTS TO:** VP of Learning

**TERM:** One Year

**TIME COMMITMENT:** 10-15 hours/month

**PURPOSE:** To plan and execute monthly in-person programs that appeal to the chapter at large.

**RESPONSIBILITIES:**

1. Identify topics of interest for monthly meetings
2. Secure speakers/panelist/etc. for each meeting from April of the term year to March of the following year.
3. Coordinate with the chapter administrator to secure the location and food.
4. Coordinate with the Director of Communications to advertise the meetings and set up registration.
5. Coordinate with the chapter administrator to handle any issues with registration, payments, facilities, etc.
6. Oversee all activities during the event such as addressing speaker needs and facility issues, introducing the speaker, etc.
7. Work with the Director of Volunteering and Outreach to create a strong committee and work on succession planning.
8. Participate as a member of the Board of Directors.
9. Complete administrative requirements that may come up such as budgeting, monthly reporting, updating procedure documents, etc.
10. Evaluate effectiveness of the portfolio and conduct continuous improvement and strategic planning activities.
11. Collaborate with other board members, chapter members, sister organizations, etc.
12. Comply with ATD's Chapter Affiliation Requirements (CARE)

*All board members are required to attend 9 of 12 board meetings per year and at least 6 chapter events which may include COPs, Monthly Programs, or Professional Development events.*

**QUALIFICATIONS:**

1. Time available to attend Board meetings and other functions as required by the position.
2. National membership in ATD and status as a member in good standing of the DC chapter.
3. Time available to attend at least nine of the monthly programs.
4. Ability to build, motivate, and lead a team of volunteers.
5. Ability to plan and organize meetings. Meeting planning experience not necessary.
6. Strong creativity to select interesting topics and formats.
7. Willingness to reach out to potential speakers outside of one's network and ask them to speak at a meeting.