

JOB DESCRIPTION

VICE PRESIDENT, PROGRAMS

Position reports to President

PURPOSE

To provide quality events that meet the needs of chapter members for industry trends, information, networking and professional growth.

IMPACT

Participation in chapter events will increase as a result of a successful Vice President of Programs. An increase will be demonstrated through an increase in the % of members attending events. Event feedback will remain positive, or grow more positive as a result of planning meaningful and impactful events for members.

REQUIREMENTS

- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Previous service with ASTD-OC as a Manager within the functional programs area is desired.
- ◆ Previous experience in conference, or convention planning and execution is desirable.
- ◆ Time commitment /responsibility varies but is approximately 15 hours per month.
- ◆ Commitment of at least one year term (January 2015-December 2015)
- ◆ Ability to delegate and hold individuals accountable. Previous experience leading a team or managing a conference or other event is desirable.

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings, and conferences as available.
- ◆ Develops and implements strategy for Chapter Learning Event topics and other offerings.
- ◆ Coordinates and sets annual calendar for Chapter Learning Events, and Special Interest Groups (SIGs). Partners with Vice President of Professional Development for calendaring Continuing Education programs and low-cost workshops.
- ◆ Supervises, develops, coaches, and supports Managers of Chapter Meetings and SIGs.
- ◆ Qualify speakers in alignment with chapter goals and member interests.
- ◆ Maintain speaker request files and applications.

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- ◆ Ensures speakers and/or topics and meeting locations are secured for Chapter Meetings from March of the current year to March of the following year.
- ◆ Coordinate with the Marketing team to create internal- and external-facing marketing materials and to develop marketing plans for each event. Ensure marketing materials are forwarded to Communications team for delivery.
- ◆ Evaluate monthly programs and all workshops, identify process improvement options, and recommend improvements.
- ◆ Ensure that all volunteer presenters receive a hand-written thank you card for their donation of time and expertise.
- ◆ Groom volunteers to serve as future Vice President of Programs.

FINANCIAL SCOPE

- ◆ Develop and manage the programs budget, including assisting direct reports with budget management if needed.

SKILLS AND COMPETENCIES

- ◆ Ability to delegate and hold individuals accountable.
- ◆ Problem solving.
- ◆ Strategic thinking.
- ◆ Able to conduct and/or interpret needs analysis data and program evaluations.
- ◆ Strong promotion and marketing skills.
- ◆ Heavy time commitment demands strong administrative and program management skills.
- ◆ Interpersonal skills.
- ◆ Managing and motivating teams
- ◆ Ability and willingness to assist in implementation of initiatives including day to day activities

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SUPERVISES

- ◆ Manager, Chapter Meetings
 - Chapter Meeting Specialist
 - Structured Networking Activity Specialist
- ◆ Manager, SIGs
 - OD SIG Leader
 - Career Management SIG Leader
 - Training & Technology SIG Leader
 - Training Managers Meet Up Leader

OTHER

- ◆ Contribute on an ad-hoc basis to Chapter communications, including but not limited to:
 - Chapter Blog
 - Chapter eNewsletter
 - Chapter Social Media sites
- ◆ Assist project team members in enhancing their resume with the skills used during the project. Obtain assistance from the VP Talent Management, if necessary.
- ◆ Additional related responsibilities as needed.