

Board of Director Functions ASTD/Rock Valley Chapter

PROGRAM DIRECTOR

PURPOSE: To Develop and Organize Events that Promote the Chapter and Support Member Needs.

REPORTS TO: Chapter President

INTERACTS WITH: President, Newsletter, Media Relations, Web Administrator, and Alliance Organizations

TERM: One Year - August 1 to August 1

SUPERVISES: Support managers and committee chairs as required by the position

RESPONSIBILITIES:

1. Required attendance at meetings.
2. Arrange monthly meetings and special events.
3. Inform Media Relations, Secretary, Newsletter and Web Administrator about meeting information in a timely manner.
4. Obtain speakers for monthly meetings.
5. Organize speaker support, location and food requirements for monthly meetings.
6. Distribute, collect, summarize and distribute results of meeting evaluations to President and Newsletter Director.
7. Participate in Special Event committees.
8. Moderate Program email discussion forum.

QUALIFICATIONS:

1. Time available to attend Board meetings, Chapter meetings and other functions as required by the position.
2. Ability to positively represent the Chapter to prospective and present members.
3. Access to an email account that can be used for Chapter discussions and distribution of updates.