

## **ATD GREATER ATLANTA CHAPTER POSITION DESCRIPTION**

- TITLE:** VP, Programming
- TIME OF SERVICE:** One year (appointed)
- REPORTING RELATIONSHIPS:** Reports to President
- LEADERSHIP:** Leads the Director, Special Interest Groups (SIGs) and Geographic Interest Groups (GIGs), the Director, Chapter Programs and the Director, Professional Development.
- WORKS WITH:** Executive Board, functional programming area Directors and collaborates with other Executive Board and Board of Director members as appropriate.
- GENERAL FUNCTION:** Guides and oversees three areas: chapter programming (including conferences), special interest groups and geographic interest groups, and professional development functions (including workshops)
- LEADERSHIP RESPONSIBILITIES:**
- Be familiar with the Constitution/Bylaws and policies and procedures.
  - Attend Executive Board meetings as a voting member.
  - Establish program related goals to support Chapter mission, vision, and strategies.
  - Determine necessary area structure to accomplish annual goals.
  - Recruit and orient Programming area Directors.
  - Help Directors understand how their role impacts the Chapter as a whole by communicating goals and plans.
  - Communicate with Executive Board to solicit input and to inform them of plans and activities.
  - Communicate regularly with Directors to hold them accountable for meeting goals.
  - Create and submit budget by the indicated deadlines and adhere to budget throughout term.
  - Attend Chapter meetings on a regular basis.
  - Act as liaison between Executive Board and areas to support decision making and conflict resolution.
  - Maintain confidentiality of ASTD business matters.

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- Be a positive representative of ASTD.
- Track time and resources used to meet goals to be used for future planning.

### AREA RESPONSIBILITIES:

- Work with Directors to plan, oversee, and evaluate Chapter programming including:
  - Soliciting and communicating with presenters.
  - Securing meeting places within budget.
  - Acquiring and operating audio/visual equipment.
  - Monitoring expenses and income relative to the Programming budget.
  - Any other issues/challenges the Directors need assistance with regarding their roles.
- For Chapter Programs, work with the area Director who will:
  - Execute tasks outlined in first section of **Area Responsibilities**.
  - Determine the number and content of Chapter Meetings including the year-end Chapter Celebration.
  - Program manage and deliver the Atlanta Conference & Exposition (ACE)
- For Professional Development, work with the area Director who will:
  - Execute tasks outlined in first section of **Area Responsibilities**.
  - Guide and oversee CPLP Study Group.
  - Assess the need for additional professional development opportunities that would benefit chapter membership and oversees its implementation and evaluation.
- For SIGs and GIGs, work with the area Director who will:
  - Execute tasks outlined in first section of **Area Responsibilities**.
  - Work with the SIG and GIG leadership to develop a marketing and recruiting strategy, ensure quality programming, and assist with logistical issues.
  - Bring ideas for new SIGs and GIGs before the Executive Board for approval.
  - Establish new SIGs and GIGs as interest is generated.
  - Coordinate with SIG and GIG leaders as needed to ensure these groups are well supported and function properly.
- Stay informed on current industry trends and experts to evaluate and recommend presenters for programs and workshops.

*Note:* For more detail, see job descriptions for Director, Chapter Programs, Director, Professional Development and Director, SIGs/GIGs.

### QUALIFICATIONS:

- General knowledge of ASTD.

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- Previously held Programming Area Director position extremely helpful.
- Management and leadership experience.
- Member of Local and National ASTD.
- Ability to recruit and motivate volunteers.
- Public speaking skills for announcements.
- Negotiating skills.

### **ESTIMATED TIME REQUIREMENT:**

- 3 hours for monthly board meetings.
- 3 hours quarterly for area Leadership Team meetings.
- 3 hours for monthly teleconference/meeting with Programming area Directors.
- 15 additional hours per week to perform specific duties of this area and to lead volunteers.

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