

## Vice President for Programs and Workshops

### Position Summary:

The Vice President for Programs and Workshops oversees the Suncoast Chapter's programming function, including responsibility for topic/speaker selection, site selection, and overall meeting management and reporting. This role also chairs the Programs Committee, which includes the SIGs/GIGs VP and committee managers, to plan and identify the year's programs in a coordinated fashion.

**Term:** One year, elected; optionally, can stand for re-election to the same Chapter Board position for up to two additional terms, but not more than three years in a row.

### Supported By:

This position is supported by all members of the board, and at the same time this position helps to support all members of the board where able and needed.

### Requirements:

- Basic ATD Involvement
  - Available in the local Tampa Bay area
  - Chapter member (same local chapter) in good standing
- Possesses marketing and public relation skills
- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- Time available to fully participate in most chapter programs and board meetings
  - See chapter bylaws for most up to date requirements for board meeting attendance and repercussions if unable to fulfill

### Perks of Role:

- All Chapter Leader Conference (ALC) Registration and limited travel and lodging covered by chapter
- ATD National Membership paid for by chapter
- ATD Chapter Regular monthly events free of charge

**Time Commitments and Responsibilities:**

Time commitments and responsibilities are broken up below into an initial time on task, then weekly, monthly, and annual time on task.

<b>Initial Tasks</b> <i>Approx 6+ hours</i>	
Google Email <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Add picture</li> <li>● Setup signature line</li> <li>● Create out of office messages</li> </ul>
Google Drive <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Familiarize self with Google Drive folder/docs</li> <li>● Ensure all board is aware of them and how to access them</li> </ul>
Bylaws <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Familiarize self with bylaws</li> </ul>
Social Media <i>(1 hour)</i>	<ul style="list-style-type: none"> <li>● Follow chapter and national social media channels</li> </ul>
Wild Apricot <i>(2 hours)</i>	<ul style="list-style-type: none"> <li>● Get crash course in Wild Apricot software membership, events, reporting, etc.</li> <li>● Learn how to sign up for events and pay</li> <li>● Perform basic reporting from Wild Apricot</li> <li>● Provide appropriate content copy and proofreading of the website to ensure accuracy and up-to-date information is provided to members</li> </ul>

<b>Weekly Tasks</b> <i>Approx 30+ min</i>	
Social Media <i>(30 minutes)</i>	<ul style="list-style-type: none"> <li>● Share/retweet all relevant ATD chapter social media posts with your network</li> <li>● Like all relevant ATD chapter social media posts</li> </ul>

<b>Monthly Tasks</b> <i>Approx 16+ hours</i>	
CARE <i>(1-2 hours)</i>	<ul style="list-style-type: none"> <li>● Work with President Elect and other Board members to ensure CARE requirements are met throughout the year</li> <li>● Contribute to the reporting of CARE requirements</li> </ul>
Chapter Events <i>(4-6 hours, plus travel)</i>	<ul style="list-style-type: none"> <li>● Attend chapter events as offered</li> </ul>

Chapter Board Meeting (2-3 hours)	<ul style="list-style-type: none"> <li>● Prepare report for and attend monthly Chapter Board meetings</li> </ul>
NAC calls/meetings (1 hour)	<ul style="list-style-type: none"> <li>● Attend national ATD leadership calls/meetings</li> </ul>
Program Development (2-4 hours)	<ul style="list-style-type: none"> <li>● Chairs the Programs Committee, which includes the SIGs/GIGs VP and committee managers, to plan and identify the year's programs in a coordinated fashion and to hold additional meetings during the year to share ideas, successes, and new ideas for speakers and programs</li> <li>● Ensure a relevant program/event is held on a regular basis (usually one per month)</li> <li>● Solicit program topics from membership and evaluates relevance and interest to members</li> <li>● Administer program events within budget</li> <li>● Attract and secures speakers who address the concerns and interests of the membership</li> <li>● With the Board, coordinates locations for meetings</li> </ul>
Program Communications (2-4 hours)	<ul style="list-style-type: none"> <li>● Communicate with VP for Marketing and Communications, the Newsletter Editor, Webmaster, administrative office and committee members about routine issues</li> <li>● Provide meeting details, including speaker's biography for chapter website and/or newsletter</li> <li>● Communicate and coordinate with program speakers (potential and selected)</li> </ul>
Program Setup/ Delivery (2-4 hours)	<ul style="list-style-type: none"> <li>● Prepare handouts for each program             <ul style="list-style-type: none"> <li>○ Social media handles for presenters</li> </ul> </li> <li>● Coordinates with President-Elect for AV requirements, speaker handouts, or other speaker requirements</li> <li>● Prepare speaker gift and present to speaker at event</li> <li>● Coordinate food delivery and payment</li> </ul>
Program Evaluations (2-4 hours)	<ul style="list-style-type: none"> <li>● Set up survey monkey program evaluation each month on the day after the program. Work with Webmaster</li> <li>● Collect and report on participant feedback of programs, and uses feedback to plan future events</li> </ul>

<b>Annual Tasks</b> <i>Approx 6+ days</i>	
All Leaders Conference	<ul style="list-style-type: none"> <li>● Attend ALC, typically in the fall</li> </ul>

(ALC) - National (3 days)	<ul style="list-style-type: none"> <li>● Participate in Chapter Leader Day at ALC</li> </ul>
Succession Planning - Chapter (1+ day)	<ul style="list-style-type: none"> <li>● Recruit and mentors potential Board candidates to ensure the future of the chapter</li> <li>● Recruit and train incoming Vice President for Programs and Workshops and makes recommendation to him/her regarding future speakers, topics, etc.</li> <li>● Recruit and train volunteers to support program functions</li> </ul>
Strategic and Operational Annual Planning Session(s) - Chapter (1+ day)	<ul style="list-style-type: none"> <li>● Set annual goals for managing chapter administration in collaboration with the president and board</li> </ul>
ASCEND Annual Conference - Chapter (1 day)	<ul style="list-style-type: none"> <li>● Assist as needed with the annual conference (unless Board votes to not hold an annual conference)</li> </ul>

**ATD Resources**

- Chapter Leader Community (CLC)
  - <https://www.td.org/chapters/clc>
- National Advisors for Chapters (NAC):
  - <https://www.td.org/chapters/clc/national-advisors-for-chapters>
- Chapter Affiliation Requirements(CARE)
  - <https://www.td.org/chapters/clc/care>
- Sharing Our Success (SOS)
  - <https://www.td.org/chapters/clc/sos>
- Leader Connection Newsletter (LCN)
  - <https://www.td.org/chapters/clc/lcn>
- Toolkits
  - <https://www.td.org/chapters/clc/toolkits>