

As of 7/22/2019

Position Title: VP of Programming: Speaker/Event Coordination

POSITION SUMMARY

The VP of Programming: Speaker/Event Coordination is responsible for the chapter's professional development programming function for monthly meetings and workshops. Primary responsibility for topic/speaker selection and overall meeting management in collaboration with the VP of Programming: Logistics.

TIME COMMITMENT

TERM: 1 Year (Revised Bylaws dated July 2019 = 2 Years)

ESTIMATED TIME REQUIREMENTS PER MONTH

- Attending board meetings: 2 hours
- Managing and planning topic/speaker selection items for monthly chapter meetings and workshops: 4-5 hours
- Communicating with newsletter editor, individuals responsible for website, administrative office and committee members about routine issues: 1-2 hours
- Attending monthly chapter meetings: 2-3 hours

Yearly:

- Attend 2 Board Retreats each year; January and July: 1 day and ½ day respectively
- Optional attendance at the [ATD National Chapter Leaders Conference](#) : 2 days

VALUE/BENEFITS

PERSONAL AND PROFESSIONAL

- Networking with other Talent Development professionals locally and internationally
- Discounted [ATD National Professional Plus Membership](#)
- Continuous learning
- Leadership role in a professional organization
- Volunteering
- Invitation, Free Registration and stipend for hotel & travel to [ATD National Chapter Leaders Conference](#)

- Preferred seating at the [ATD International Conference](#) & Invitation to “Chapter Leadership Day” held during the International Conference

RESPONSIBILITIES

EVENT COORDINATION

- Using input/feedback from members and the VP’s of membership, ensure a relevant program/event is held each month (excluding July) and at least 2 relevant workshops are held each year.
- Maintain, in the “Program Dashboard”, located in the PROGRAMS section of the [ATD RTA Board Google Site](#), that includes speaker and event specific items associated with monthly meetings and workshops.
- Attracts and secures speakers who address the concerns and interests of the membership and maintain a list in the “Program Dashboard” located in the PROGRAMS section of the [ATD RTA Board Google Site](#)
- Analyze / “vet” potential speakers and fit for target audience and ATD Competency Model.
- Communicate with vetted speakers to confirm, date, time, location, creation of program description, A/V needs, and document in the Program Dashboard.
- Once confirmed complete the Event Form to add the event to the web site, located in the “”, located in the PROGRAMS section of the [ATD RTA Board Google Site](#)
- 1 week before the event communicate with speaker and VP of Logistics to confirm date, time, location, etc. and address any additional questions or needs.
- Collects participant feedback of programs and uses feedback to plan future events.

TRAINING

- Recruits and trains incoming VP of Speaker/Event Coordination
- Recruits and trains volunteers to support the responsibilities of the role

BOARD ROLE

- Provide a report on a) summary of participant feedback from last month’s event(s), b) overview of next 3 months events, and c) any needs or questions for the board related to programming and d) planned vs. actual budget for programming. Keep report in the PROGRAMS section of the [ATD RTA Board Google Site](#)
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter

- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attends and participates in monthly board meetings, chapter meetings, ATD International Chapter Leader Webinars; if available attends ATD International Conference and ATD Chapter Leaders Conference (ALC).

QUALIFICATIONS

- Member of ATD National and ATD-RTA chapter
- Possesses marketing and public relation skills
- Strong knowledge of the ATD-RTA chapter profile and goals in order to provide possible speakers information about the target audience
- Strong ability to plan, organize, and execute activities as required by the position
- Highly skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to fully participate in chapter programs and board meetings

ATD RESOURCES

[ATD RTA Board Google Site](#)

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)

