



## VICE PRESIDENT OF PROGRAMS

### **Position Summary:**

Manage the activities of the Programs Committee to provide monthly and special satellite programs and/or events for the chapter membership.

### **Responsible To:**

Chapter President  
Board of Directors  
Chapter Membership

### **Responsibilities:**

- Chair meetings of the Programs Committee to select topics and speakers for monthly program and special meetings in order to provide information on topics of broad interest to chapter members.
- Recruit members to serve on Programs Committee.
- Coordinate efforts with the Board of Directors to best serve the membership.
- Survey the membership to secure meeting topic ideas.
- Serve as resource to committee members in arranging monthly meetings.
- Contact potential speakers and make arrangements for selected meetings.
- Secure sponsors as necessary for speaker travel and expenses.
- Arranges or secures technology as necessary for meetings.
- Provide content for social media, newsletters, e-blasts, and blogs to describe the programs.
- Provide information regarding programs and services to the administrative office in a timely manner for recertification credit submission.
- Review final preparations for meetings to assure that meetings run smoothly.
- Review program evaluations for feedback to be used in planning future events.
- Serve as liaison between the members of the Programs Committee.
- Participate in the development and implementation of short-term and long-term strategy planning for the chapter.
- Represent the chapter in the business and Human Resources community.
- Attend all monthly membership and Board of Directors meetings.