

Program Committee Chair

Position Description

The Program Committee Chair is responsible for recruiting Committee members and leading them in planning/scheduling topics, selecting speakers, and overseeing monthly Chapter meetings. Additional responsibilities include coordinating with the Communications Chair to publish meeting announcements.

Essential Duties and Responsibilities

- Lead the Program Committee in planning topics and recruiting speakers for monthly Chapter meetings.
- Set meeting schedule and create advertising for each meeting.
- Introduce speakers at meetings including providing a brief biography. Team with the President to deliver announcements, etc. Conclude meetings by thanking speakers and presenting a speaker gift.
- Recruit and select viable speakers by using the ASTD Midlands Speaker Proposal. Review meeting evaluations and implement strategies based on feedback.
- Plan topics relevant to membership, and to current training and development practices by reviewing resources such as the Chapter's annual member survey.
- Serve as Board contact for special events, programs, etc.
- Partner with the Communications Chair to publish event/meeting announcements on website.
- Assist in development of annual member survey with a focus on identifying topics requested by membership and on identifying potential speakers.
- Give oversight to ad hoc groups and assist as needed (e.g., study group for CPLP).
- Purchase and deliver speaker gifts. Write thank you notes as appropriate.
- Partner with Treasurer to ensure event and/or speaker expenses are within budget and approved by Board.
- Partner with Membership Chair to oversee prospective member use of Meeting Guest Pass.
- Assist in creating revenue opportunities through event planning and advertising.

Qualifications

- National member of ASTD and a member in good standing of the Midlands ASTD Chapter.
- Able to serve in position for a term of one year with possibility of re-election for an additional term.
NOTE: President-Elect and Past President's positions are extended automatically in the event that the current serving President is re-elected for an additional term.
- Time available to attend Board meetings and Chapter meetings as specified in Bylaws. Includes time available to chair committee meetings, participate in preparation for special events, etc.
- Partner with and support corresponding Geographic Interest Group (GIG) position as applicable.
- Assist the Nominating Committee by recruiting members for Board positions. Recruitment suggestions may also extend to standing committees, and other ad hoc groups/committees. Train replacement to assume role.
- Ability to build, motivate, and lead a team of volunteers.
- Ability to plan, organize and evaluate activities required by position.
- Ability to complete projects and goals within established timeframes.
- Working knowledge of computers and software applicable to position (e.g., Word, Excel, PPT, email, etc). Some positions (e.g., Treasurer, Membership Chair) also require use of other specific software.