

Vice President of Programs ATD Upstate SC Job Description

Job Specification - Actively promote the career talents and professional development of Chapter members and of chapter contacts through the scheduling and execution of programs of interest and importance to chapter members and contacts. The VP of Programs facilitates a minimum of 6 programs and a maximum of 8 programs per calendar year. The VP of Programs works closely with all Chapter Board members but in particular, works closely with the Chapter President, the VP of Special Events, the VP of Professional Development, the VP of Membership, the VP of Technology, and the Treasurer. The VP of Programs may serve on other Chapter committees as time and interest allow. The VP of Programs is empowered to make arrangements with program providers but does not commit the Chapter to pay program providers for their services unless prior Board approval is received. In lieu of paying program providers, the VP of Programs is empowered to offer free program promotion through the Chapter's website Home Page and Events. The VP of Programs supports the Chapter's continued career growth and professional talent progress through participation in relevant events offered by other Upstate SC organizations and other complementary national organizations (such as the Chamber of Commerce, Greenville Society for Human Resource Development, the Upstate Alliance, and others). The VP of Programs actively recruits Program Committee members and strives to train a successor to this position. Additionally, the Vice President of Programs will become familiar with what the national affiliate ATD offers in terms of support for programs and speakers. If time and resources allow, the VP of Programs will research, propose, and maintain an on-going list of potential program providers, their specialties, and their availabilities. Should the need occur, the VP of Programs will be considered as able to fill -in for the role of Chapter President.

Responsibilities:

- Serve a term of one calendar year and may serve up to 4 additional one-year terms.
- Attend Board meetings during the calendar year.
- Attend Chapter Programs and Special Events.
- Serve on other Chapter committees as time and interest allows.
- Recruit and train Program committee members as needed.
- Identify and facilitate the transition for the next Vice President of Programs.
- Promote continued career talent and professional development for Chapter members through Programs.
- Schedule up to one year in advance 6 to 8 programs per calendar year.
- Work with Special Events Committee, Professional Development Committee, and Membership Committee to make sure that Programs are meeting Chapter members' and Upstate SC business community needs.
- Maintain the programs information through the Events Listings on the Chapter's website.
- Work closely with the VP of Technology for posting information to the Chapter website.
- Stay in contact with the Upstate business community to make sure that the Chapter offers Programs relevant to business community's needs.
- Take a support role in collaborating with other Southeastern TD Chapters to offer a Talent Development regional conference.

- Work with the Chapter President to determine on-going schedule of program providers.
-

Resources:

1. Limited administrator access to the chapter's Wild Apricot association management system.
2. Assigned Rackspace email address: programs@upstatesc.ASTD.org
3. ASTD Chapter Leader Community
<http://old.ASTD.org/membership/ChapterLeadership>
4. ASTD Leader Connection Newsletter:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/LCN.htm>
5. ASTD Toolkits:
<http://old.ASTD.org/membership/ChapterLeadership/Resources/Toolkits/>

Board Member Expectations and Code of Conduct:

- Be an Upstate SC ATD chapter member in good standing. It is preferable but not required that this board member also be a national ATD member.
- Attend at least four chapter events annually (excludes Board of Director meetings).
- Attend and report on respective area at each Board of Director meeting held the 2nd Tuesday of each month from 5:30 – 7:30 p.m. (complimentary light dinner included).
- Attend the annual Board of Director Planning Retreat to be held on a Saturday in January of each year from 8 a.m. to 12 noon. Date will be finalized once new board is polled for availability.
- Become familiar with and abide by Upstate SC ATD's by-laws, policies and procedures.
- *Proactively* execute the responsibilities for the role taken on the board. Be accountable for projects not only to the other board members but also to the chapter membership.
- Create a Transition Package for successor that includes forms, budgets, processes, and recommendations.
- Serve as a fair and open clearinghouse for information, job opportunities, and professional training and vendor services to any member of Upstate SC ATD.
- Board members will not use their position to have increased access to chapter members or use their influence to direct business to a specific organization or vendor.
- Facilitate programs and events for the benefit of Upstate SC ATD members that provide meaningful experiences that are used as learning opportunities and not a venue to push products or services.
- Represent the chapter both professionally and ethically in all business functions and organizational activities.

Revised July 2014