

SMPS Chapter Programs Director Job Description

The director of programs is charged with planning and implementing programs for the monthly chapter luncheons.

DUTIES AND RESPONSIBILITIES

- Attends all monthly board meetings and monthly luncheon programs.
- Drafts a budget and conceptual plan of programming initiatives for the upcoming year with assistance from the board.
- Coordinates all luncheon programs.
- Secures location, speakers, food, handouts, audio-visual equipment as needed for each luncheon.
- Prepares program announcements (e-vites) and ensures timely marketing of each luncheon in coordination with the communications director.
- Keeps RSVPs and helps the treasurer at the monthly event meetings.
- Prints name tags before chapter events.
- Organize and host new member orientation breakfasts
- Organize and host member networking events
- Get speaker bios
- Introduce and prepare speakers at chapter events (unless a personal connection with another board member exists).
- Coordinate programs with peer organizations in conjunction with the board.