Committee Member Role

**Position Title: Programs Committee**

Term: 12 months

Reports To: Director of Programs

Voting Position: No

Supervisory Duties: No

Committee Members: No

Executive Committee: No

Board Appointed: No

**Description:**

The Programs Committee member works collaboratively with other committee members and the Director of Programs to identify monthly chapter meeting topics, then shares in the responsibilities for recruiting, evaluating, scheduling and coaching speakers.

**Time Commitment:**

2 to 5 hours on average per month

**Key Competencies:**

Team Work, Collaboration, Networking, Speaker Procurement

**Primary Responsibilities:**

* Works collaboratively with fellow committee members to determine the monthly meeting topics by:
	+ Utilizing the ATD competency model
	+ Reviewing evaluation feedback from past meetings and annual survey data
* Brainstorms with Committee potential speakers for each topic
* Reaches out to network or other sources to recruit and secure speakers
* Collaboratively determines evaluation/ selection criteria for speakers
* Trades months as needed with other committee members based on speaker availability
* Schedules and confirms speakers for assigned months
* Commits to being the speaker liaison for assigned months, which includes:

 Prior to Presentation:

* + Coaching speaker on topic desired, competency alignment and learning objectives
	+ Providing speaker insights into audience (ATD membership base)
	+ Coaching speaker on expectation of interactivity of session
	+ Obtaining the following for promotion of event in newsletter/ website 6 weeks prior:
		- 3-5 sentence presentation description
		- learning objectives for website
		- headshot/ presenter photo
		- presenter bio
	+ Asking speaker for door prize donation they may be willing to offer
	+ Requesting from speaker their preferred room set-up and a/v needs
	+ Obtaining slide deck from presenter no less than 3 days prior to presentation

 Day of Presentation

* + Greets speaker as they arrive at the ATD meeting, orients them to room/ restrooms
	+ Introduces speaker to Chapter Meeting Manager and other key people
	+ Ensures all a/v and room set-up needs are met
	+ Provides VIP treatment to speaker (getting water or any other needs addressed)
	+ Ensures post-event evaluation summaries are sent to speaker

**Success Measures:**

* Follows through on all speaker liaison responsibilities for assigned months
* 6 months’ worth of topics and speakers are secured and listed on ATDps website
* Works collaboratively and respectfully with Board members and other volunteers

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| **Privileges:**  | **Additional Expectations:** |
| Position listed on resume and LinkedIn | Member of ATD Puget Sound chapter for term |
| Building relationships and connections with prestigious speakers/ influencers in our industry | Post comments/ engage in chapter’s social media Meet success measures listed above |
| Potential for career path to other Board roles |  |