

Board of Directors Role

**Position Title: Director of Programs**

Term: 2 years

Reports To: President

Voting Position: Yes

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Description:**

Primarily responsible for the planning and execution of various monthly and quarterly events. Also works collaboratively with the Director of Special Events (who is responsible for various programs that happen annually) to create a strategic plan for all chapter events and programs.

**Time Commitment:**

15 – 20 hours/ month

**Key Competencies:**

Strategic Planning, Communication, Collaboration

**Primary Responsibilities:**

* Work collaboratively with Director of Special Events to create overall strategy for the year and an overall program calendar spanning 6 to 12 months that simultaneously meets the needs of chapter members and balances ATD competencies
* Manage Chapter Meetings Manager, Professional Development Manager, CPLP Manager, Operations Coordinator and Interest Groups Coordinator (see Management responsibilities)
* Communicate Board vision and decisions to direct reports
* Determine budget for all roles under Director of Programs purview
* Ensure new direct reports go through ATDps onboarding process
* Work collaboratively with Director of Special Events to review program evaluation data and annual membership survey results on a regular basis then make necessary changes to strategy or programming based on data trends
* Provide ad hoc support to direct reports in recruiting speakers or sponsors, or for day-of coordination for events, as needed
* Keep Board informed of resources and support needed and requested by direct reports
* Work collaboratively with other Board members to achieve mission and success measures for the chapter

**Management Responsibilities:**

* Provide regular coaching and guidance to direct reports to ensure alignment with overall program strategy as well as achievement of listed success measures
* Confer regularly with direct reports (individually and as a group) to encourage cross-function communication, collaboration, problem-solving, idea sharing and a sense of support
* Ensure success of direct reports by providing advocacy, procuring needed resources, gaining support for activities and creating connections/ being a liaison
* Actively recruit for vacant direct report roles while conducting primary responsibilities of those roles until positions are filled

**Success Measures:**

* Strategic planning session is held in November, resulting in a 6 to 12 month program plan
* All direct reports meet 90% or more of success measures as listed on position descriptions
* 90% of direct reports indicate satisfaction with responsiveness, advocacy, and support

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| **Privileges:** | **Additional Expectations:** |
| Free monthly chapter meetings & annual conference | Member of ATD Puget Sound chapter for term |
| Voting member of the Board | Member of ATD National for term |
| 100% reimbursement of local chapter membership during year 2  $100 reimbursement for National membership | Attend monthly Board Meetings  Attend Board retreats (semi-annually)  Post comments/ engage in chapter’s social media  Provide annual budget numbers |
|  | Meet success measures listed above  Actively seek and develop leaders as potential successors for this role in the future |
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