



ASTD Maryland Chapter  
<http://maryland.astd.org>  
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## Programs Director

### Position Summary:

The Programs Director oversees the chapter's monthly programming function, including responsibility for topic/speaker selection, site selection, and overall meeting management and reporting.

### Time Commitment:

**Term:** 1-2 years

### Responsibilities:

#### Program Development – 8-10 hours per month approximately

- Ensures a relevant program/event is held on a regular basis (at least 8 per year)
- Solicits program topics from membership and evaluates relevance and interest to members
- Administers program events within budget
- Attracts and secures speakers who address the concerns and interests of the membership
- Coordinates locations for meetings
- Collects and reports on participant feedback of programs, and uses feedback to plan future events
- Provides meeting details, including speaker's biography for chapter website and/or newsletter
- Prints name tags and table top information for programs
- Recruits, trains and manages volunteers to support program functions
- Work with Communications Director to ensure communication of programs with members and public
- Administer events through event registration system on chapter website

#### Board Participation – 4 hours per month

- Attends board meetings, chapter programs, and regular committee meetings.
- Represents the chapter professionally and ethically
- Recruits and trains incoming Programs Director and makes recommendation to him/her regarding future speakers, topics, etc...
- Participates in board meetings and chapter meetings, and the ASTD Chapter Leadership Conference (ALC)

### Qualifications:

- Possesses marketing and public relation skills
- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- Time available to fully participate in chapter events
- This position requires joint membership to ASTD National and ASTD Maryland Chapter.