



## **POSITION DESCRIPTION: PROGRAM CHAIR**

**Purpose/Objective:** The **Program Chair**, as a voting board member, works to meet the chapter's mission of advancing the field by promoting professional growth and development.

**Qualifications:** The **Program Chair** must be a member in good standing and current with both National and Chapter dues.

**Time Commitment:** The approximate time commitment is three to five hours per month for a one-year commitment.

### **Responsibilities include:**

- Work with board to establish budget considerations for operating effectively.
- Engage a volunteer committee to assist with oversight, planning, and responsibilities.
- Lead an event each year working with membership to develop and implement an annual Program Calendar with volunteer teams responsible for workshop details (i.e. Plan-a-Palooza)
- Coordinate location and registration to create continuity for members.
- Work with the Marketing Chair for promotion.
- Coordinate with the National Office to ensure registration and fee collection.
- Assists board to coordinate annual meeting.
- Coordinate with members interested in certification to establish a GPC training group.
- Lead committee meetings in person, by conference call, or email.
- Attend board meetings as determined by the group. Meetings can be in person, by conference call, or email.

**Measure of Success:** The **Program Chair** will implement the annual Program Calendar, lead committee meetings, and attend board meetings.

**Expenses:** The **Program Chair** will be reimbursed for expenses incurred in performing his/her regular duties within a reasonable limit and as determined by the board.

**Benefits:** The **Program Chair** will have a key role in the chapter's future, the opportunity to network on different levels, gain beneficial experience and skills, and act as a mentor to new members.