

# ATD-PHL Board Member Job Descriptions

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## *The Vice-President of Programs:*

The Vice President of Programs serves a two-year term and is responsible for the chapter programming strategy and overseeing tactical execution. The Programs function also includes leadership oversight for the chapter's Special Interest Groups (SIGs).

The VP of Programs will participate in sourcing, contacting, and contracting with speakers or planning and arranging for other types of events, such as networking meetings. Program content can cover anything of interest to workplace learning and development professionals. Content must be brand neutral and should NOT include a sales pitch. It is recommended that programs be planned 6 months to year in advance if possible.

Specific tasks before, during and after a chapter meeting include:

- Gain speaker commitment along with picture, program description, speaker biography, and speaker references
- Prepare Chapter specific slides that will support introduction
- Welcome speaker and assist with presentation technology and meeting logistics
- Introduce speaker to President and board members
- Make a formal introduction to the audience
- Thank the speaker and present the speaker gift
- Send thank you note to speaker