



CH 8029

VICE PRESIDENT PROGRAMS



Key Role	<p>Provide leadership and guidance for non-recurring programs.</p> <p>Set overall direction and ensure that events meet the needs of training and development professionals in the Chapter's region.</p>
Positions Overseen	<ul style="list-style-type: none"> ▪ Director, Conference ▪ Director, Portland Programs ▪ Director, Series ▪ Director, FOT ▪ Director, eLearning Strategies ▪ Director, Managing Training ▪ Director, CPLP
Responsibilities	<ul style="list-style-type: none"> ▪ Follow Chapter bylaws, policies and procedures. Strive to fulfill the Chapter's mission, values, and strategic plans. ▪ Ensure an ongoing and healthy succession planning process across the areas covered by the position. ▪ Work with the VP of Finance to examine operations and expenses. Participate in budget development. ▪ Ensure that the strategic issues and plans identified by the Board remain a primary focus throughout the year. ▪ Oversee the planning and promotion of a variety of events throughout the year across the Chapter's region. ▪ Assist in transitioning in-progress plans to new Board members. ▪ Recruit volunteers to facilitate event planning and chair events at program locations. ▪ Design, or oversee development of, events to provide learning opportunities from subject-matter experts as well as professional peers. ▪ Ensure that events meet financial goals by mentoring event planners. ▪ Assess and evaluate events for customer satisfaction. <p>Assume other duties, including special projects as needed by the President and Board.</p>
Qualifications	<ul style="list-style-type: none"> ▪ Elected by membership vote. ▪ Maintain active Chapter and National ASTD membership as required by Chapter bylaws and National ASTD. ▪ Maintain email account and have Internet access to

	Chapter web site.
Term of Office	One year
Time Commitment	6 to 8 hours per week. This includes: events, meetings, retreats, conferences and the above responsibilities.