

MOP - Director of Monthly Programming

Category: Education

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Education

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair for assigned committees
- Manage the following budget line items:
 - **MEETING EXPENSE - Education (less speaker expenses)**
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Recruitment of volunteers to lead and assist on monthly chapter meetings
- Oversee educational teams that coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements
- Facilitate registration process for monthly educational programs
- Assist VP Education with speaker selection and contracting for monthly education programs

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at two Board retreats (1-2 days each)
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President
- Committee activities (8 hr/mo)