

DIRECTOR OF PROGRAMS

The responsibilities of the Director of Programs shall be as follows:

- Facilitates the annual business meeting and summarizes recommendations for future Board discussion
- Develops yearly program calendar based on member feedback and board recommendations. Coordinates yearly program schedule ensuring placeholders including periodic updates
- Reviews the final program notice design
- Coordinates meetings with venues including cost control, menu selection, registration table, podium, panel table if necessary and final venue invoice conciliation with the Treasurer. Provides the Board with a program report each board meeting with a summary of all future programs confirmed
- Coordinates monthly Program Committee Meetings for continuous program development
- Coordinates with Directors and Committee Chairs on separate event activities to ensure there is adequate spacing between events and conflicts are avoided