

CHAPTER BOARD JOB DESCRIPTIONS – PROGRAM DIRECTOR

General

The Program Director is the Chairman of the Program Committee and is appointed by the President with the approval of the Board of Directors. The main responsibilities of the Director and the committee are:

1. Arrange programs for monthly general membership meetings to carry out the general theme of records and information management and professional development.
2. Set the educational tone for the chapter and be responsible for ensuring that the meetings are a useful source of information for members.

General Duties of the office

Below you will find a list of general duties for the office of Program Director.

1	Appoint the Program Committee members and direct the activities of the committee. For complete information on the committee functions, please see the Committees section of this document.
2	Arrange for speakers, tours, films, etc. for each regular chapter meeting.
3	Serve as advisor to and coordinate the activities of the Arrangements Committee, For complete information on the committee functions, please see the Committees section of this document.
4	Develop with the committee an annual chapter seminar that offers exposure to the RIM industry and bolsters the chapter's fund.
5	Negotiate meeting contracts with the meeting facility, if necessary, acting as a representative of the organization, not yourself.

Topics and Speakers

Once the format is decided, select topics and speakers. Ideas for topics can be found in the *Chapter Connection*. Information regarding the *Chapter Connection* can be found in the Resources section of this document.

- Obtain the speaker biography and outline of the presentation two months in advance for promotion in the newsletter and/or Web site.
- Confirm the speaker's fee, reimbursement policy, travel arrangements, and the length of his/her presentation. It is recommended that this confirmation be presented in writing to the speaker. Please see the Sample Confirmation Letter in the Resources section of this document.

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Details

Below is a list of details that need to be planned for each meeting:

1. Make meeting and meal arrangements with the host facility. Get confirmation of the arrangements in writing from the facility.
2. Arrange for audio/visual equipment, if required by speakers.
3. Work with newsletter editor and/or web master to prepare a meeting notice for advance publication in the chapter newsletter and/or web site. Be sure to include the speaker's picture, bio, and topic highlights.
4. If your meeting topic is applicable to a larger audience, prepare meeting notice fliers to be distributed to members' companies, other associations and public venues.

To aid in the development of the chapter meetings, please see the Sample Monthly Meeting Checklist located in the Resources section of this document.

Contract Warnings/ Guidelines

When signing contracts with meeting facilities, pay close attention to items such as guarantee deadline, cancellation policy, deposits, minimum orders and gratuities. Make sure to clarify and questionable issues with the facility before signing.

Sign as a Representative

When signing a contract, be sure to sign as a representative of the organization, and not as your personal self. By signing as a representative of the chapter, any liability is directed at the chapter and not at the Director's personal self.

Example:

Jane Doe, Program Director of _____ Chapter

NOT Jane Doe