

Programs Director

Director-At-Large; 1-Year Term

The Programs Director is charged with planning, securing speakers, and implementing program initiatives for the Chapter's monthly luncheon meetings at the direction of the Chapter President. The Programs Committee is charged with planning and implementing lunch programs that offer unique, timely and insightful information to our members and the AEC community. Programs require outreach to public and private sector owners and high-level clients in our industry.

Duties and Responsibilities

- Attends all monthly board meetings, luncheon programs and other chapter events.
- Oversees the following:
 - Drafts a conceptual plan of programming initiatives for the upcoming year (should have an idea of programs for the year prior to the first board meeting).
 - Drafts a budget for programming for entire year (should include, if applicable, cost of venue; food; AV equipment; parking; speaker fees; charity contributions; etc.).
 - Coordinates and develops topics/speakers for all monthly luncheon programs.
 - Works closely with Outreach Committee to identify relevant projects for 'project tour events' and may help schedule the tour with the client contact.
 - Secures location, speakers, food, handouts, audio-visual (as needed) for each luncheon.
 - Responsible for retrieving bio and headshot from speaker.
 - Stays in communication with scheduled speaker(s) on a regular basis to ensure their continued availability, provide schedule and topic details, any audio-visual (AV) requirements, etc.
 - Works with Communications Director regularly to coordinate material for handouts, invitations, and programs in a timely manner.
 - If applicable, obtains speakers' presentation at least 3 days prior to luncheon and sends to secretary to set up on laptop.
 - Unless communicated among committee members or board members prior to luncheon, introduce speaker at each event.
 - Follows-up with speaker to thank them, retrieve any presentations and identify organization for the SMPS charitable contribution.
- Handles securing luncheon location for year and is main POC for any contractual obligations.

Committee

The Programs Director should have a Chair and committee established to help plan and coordinate monthly luncheons. Committee members with a connection to a potential speaker should be allowed to lead the planning for that lunch program, if agreed upon.

Reporting

- File Programs Report with National by September 30 deadline.