

APICS DANBURY CHAPTER #242 – JOB DESCRIPTION – VP PROGRAMS

Main Duties

1. The Vice President and Staff are responsible for securing the speaker (s) and entertainment for the Professional Development Meetings, Top Management Night and other events planned by the chapter for the general chapter membership.
2. The Programs staff will provide an initial phone call and fill out the Speaker Contact Form. The form will collect all pertinent information about the speaker and expectations.
3. When a speaker is secured the Vice President will send out a confirmation letter to the intended speaker within one week of a verbal commitment. All details for a contractually binding agreement must be made on the acceptance letter. The letter should at a minimum establish any monies expected to exchange, policy on expenses.
4. Provide information on the speaker and topics to the VP of Publicity and the Webmaster at least 4 weeks prior to the PDM

Arrangements

1. The Programs department will assist the speaker in making arrangements for transportation, both air and ground, hotel reservations, and other details that may come up.
2. The Programs Vice President will provide to the Board on a monthly update on all Programs for the chapter. This report will be presented on the Master PDM Meeting Schedule.

Time Requirements

1. BOD meetings 1 x per month at 3 hours each 11 x per year
2. Transition meeting 1 x per year
3. District meetings as appropriate
4. Professional Development Meetings 1x per month 5 – 8 times per year
5. 5 – 10 hours per month depending of level of chapter activity.