



**PCMA Southeast Chapter  
Board of Directors Position Description**

Position Title: *Director of Programs*  
Reports to: Chapter President

**POSITION SUMMARY:**

The Director of Programs is responsible for planning and execution of chapter quarterly educational programs, approximately two social events per year, and an annual holiday luncheon. This position is responsible for leading the chapter's Programs Committee of Volunteers on all events initiatives of the PCMA SE Chapter.

**Statement of Purpose:** Plan and execute chapter programs and events

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Board & Leadership**

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Organize, manage and lead a committee of volunteers
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Manage budget for any associated costs for chapter's programs and events
- Create a succession plan and train successor toward end of term

**Programs and Events Planning & Execution**

- Identify venues that could possibly suit the needs of the program, inquire if there is an interest, discuss benefits and stipend, and confirm venue date availability and contract
- Identify education component of program and determine learning objectives
- Verify availability and interest of targeted presenters; discuss program content and learning objectives and then confirm and contract
- Oversee all vendor and speaker contracts; design and manage meeting templates and agenda, including looping slides, program slides and the run of show for the program
- Organize applied CEUs for chapter programs with PCMA HQ and the Convention Industry Council
- Complete Registration Site Request Form, send to administrator/Communications Committee Chair, set target date to go live
- Pre-event planning with speakers and sponsors to secure accurate AV and stage needs
- Coordinate and act as point person onsite

### **Website, Social Media & Online Community Management**

- Write and submit program information for Chapter News on website and subsequent newsletter
- Assist with social media postings to generate interest and attendance

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledgeable of PCMA
- Ability to outline needs, secure vendors, and operate programs
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.