

## **PROGRAMS CHAIR**

The Director of Programs is responsible for developing and implementing a series of formal panels on current and/or upcoming market trend, professional development and networking, with speakers generally comprised of industry experts, healthcare executives and healthcare industry personnel. Programs are held at least 4 times a year.

### **Responsibility and Authority:**

The Programs Chair will report to the Chapter President and the Executive Committee. The Programs Chair is a voting member of the organization.

### **Term:**

The Programs chair will serve 2 years on the board.

### **General Duties:**

- Plan and implement at least 4 panels per programming year.
- Develop and manage the programs budget along with treasurer.
- Develop topics for each calendar year that are reflective of the current market trends and are of benefit to the Chapter members.
- Coordinate a committee planning meeting to develop the overall calendar, program topics, ideas for speakers; conduct committee meetings (in-person and/or via conference calls) throughout the year as necessary to manage all programs and to keep committee members engaged.
- Work with communication to plan program materials, including program brochures, signage, surveys, etc.
- Prepare and submit AIA CES and CPSM CEU form if needed.
- Work closely with the Communications and Logistics Committee or Chapter Administrator to ensure each program runs smoothly and reflects positively on the Chapter.
- Work closely with Communications Committee to promote upcoming programs via the chapter website, social media channels, e-marketing and PR activities. The complete Promotion Request form should be provided to the Communications Committee at least 8 weeks prior to each program.

### **Time commitment:**

The Programs Chair should anticipate spending approximately 3-5 hours a week on Women In Healthcare affairs. This may be spent attending board meetings, coordinating with speakers, working with communications and other tasks as they arise.

### **Legal commitments:**

Upon appointment, the Programs Chairs is responsible for reviewing and signing off on organizational bylaws.

### **Qualifications / Skills Requirements:**

The individual in this role should be one who is passionate about the mission and purpose of the organization. An individual with a networking and understanding of the industry would be strongly preferred.