



**JOB DESCRIPTION  
DIRECTOR OF PROGRAMS**

Position:	Revision:
<b>Director of Programs</b>	<b>07/01/2007</b>
Classification:	Appointment Method:
<b>Chapter Officer</b>	<b>Appointed</b>

**DEFINITION:**

The Director of Programs for the Mid-Florida Chapter is responsible for all Professional Development Event {PDE} activities.

**PRIMARY RESPONSIBILITY:**

The Director of Programs is responsible for securing the speaker(s) and entertainment for the professional development events and other events planned by the chapter for the general chapter membership.

When a speaker is secured, the Director of Programs will send out a confirmation letter and/or e-mail to the speaker within one week of a verbal commitment. All details for a contractually binding agreement must be made on the acceptance letter. The letter/e-mail should, at a minimum, establish any monies expected to exchange, and the policy on expenses.

The Director of Programs will communicate with the speaker to establish topic and to obtain a biography of the speaker for the web site and newsletter. This needs to be secured at a minimum, 40 days prior to the event.

**SPECIFIC DUTIES:**

1. The Director of Programs will secure speakers for Professional Development Events up to a year in advance (if possible).
2. The Director of Programs will publish a list of speakers for publication on the web site.
3. Contract for meeting facilities sufficient to accommodate the meeting.
4. Coordinate the meeting facilities and verify scheduling before each PDE.
5. Coordinate the speakers travel and accommodations.
6. The Director of Programs will communicate with the speaker to establish topic and to obtain a biography of the speaker for the web site and newsletter. This needs to be secured a minimum, 40 days prior to the event.
7. The Director of Programs acts as "Master of Ceremonies" for the PDE by introducing the Chapter President at each meeting, introducing any other BOD members or invited members who have business with the attendees, and introducing the speaker personally or coordinating another who is chosen to introduce the speaker.
8. The Director of Programs will publish an agenda for the meeting which includes the PDE evaluation form.
9. The Director of Programs coordinates the availability of APICS marketing literature, Mid-Florida Chapter PDE schedule, Mid-Florida banner, name tags, receipts, and name tags.
10. Metrics to include but are not limited to the following:
  - a. The Director of Programs will summarize the evolutions forms and determine if corrective actions are required. The Director of Programs will coordinate corrective actions if interaction is required among other chapter BOD members or outside sources.

- b. The Director of Programs maintains the attendance file and e-mails the file to the Director at Large who is responsible for the maintaining the Mid-Florida Chapter website.
  - c. The Director of Programs maintains the PDE evaluation report and e-mails it to the BOD within two weeks after each event.
  - d. The Director of Programs communicates the results of the PDE evaluations with the speaker and location within two weeks after each event.
11. The Director of Programs will coordinate procurement of speaker gifts and/or door prizes and will manage the process of a fair drawing.
  12. Financial responsibility is critical and the Director of Programs will provide a budget to the Treasurer for the year and strive to provide quality presentations to the chapter members with a reasonable cost to the chapter.
  13. Since communications are critical for member involvement, the Director of Programs will write a short message that is the lead article of the chapter's newsletter and for the website. This message will usually focus on the upcoming meeting and act as a reminder to the membership about the meeting.
    - a. The Director of Programs will make sure that the E-vites and/or e-mails are launched to members and other potential attendees three to four weeks prior to the event.
    - b. The Director of Programs will make sure that post cards with at least three months worth of events are mailed out quarterly, or as otherwise scheduled.
    - c. Ensures that the Director at Large responsible for maintaining the Mid-Florida Chapter website has the most updated PDE schedule.
  14. The Director of Programs will provide a copy of the APICS expense form to the speaker and will make sure that the speaker is paid within 30 days of the event.
  15. The Director of Programs will maintain the speaker list for the Mid-Florida Chapter.
  16. The Director of Programs will coordinate the need PDE's to achieve the optimum points for C-bar, for example,
    - a. Joint meetings
    - b. Plant tours
    - c. Communication of events at least 90 days prior to an event
    - d. Top management night
  17. .
  18. Be a member of APICS officer list serve and other APICS e-mail correspondence related to programs.

**REQUIRED SKILLS/CAPABILITY:**

1. Ability to work with the BOD
2. Communications ability including phone, e-mail, Internet
3. Access to computer with Microsoft Word, Excel, PowerPoint, and Access programs
4. Public speaking and presentation skills
5. APICS certification preferred