

Chapter Board Job Descriptions – Program Director

General

The Program Director is the Chairman of the Program Committee and is appointed by the President with the approval of the Board of Directors. The main responsibilities of the Director and the committee are:

1. Arrange programs for monthly general membership meetings to carry out the general theme of records and information management and professional development.
 2. Set the educational tone for the chapter and be responsible for ensuring that the meetings are a useful source of information for members.
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General Duties

Below is a list of general duties for the office of Program Director.

1	Appoint the Program Committee members and direct the activities of the committee. For complete information on the committee functions, please see the Committees section of this document.
2	Arrange for speakers, tours, films, etc. for each regular chapter meeting.
3	Serve as advisor to and coordinate the activities of the Arrangements Committee. For complete information on the committee functions, please see the Committees section of this document.
4	Develop with the committee an annual chapter seminar that offers exposure to the RIM industry and bolsters the chapter's funds.
5	Negotiate meeting contracts with the meeting facility, if necessary, acting as a representative of the organization, not yourself.

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Chapter Board Job Descriptions – Program Director, Continued

Member and Chapter Operations Duties

Below is a list of meeting and chapter operation duties for the office of Program Director.

1	If the Program Director serves as a full voting member of the Board of Directors, he/she should attend all meetings of the Board of Directors and the general membership. Please see the sections regarding Meeting Procedure , Responsibility and Conduct of Officers During Meetings , and Voting Procedures for the specific information on these procedures.
2	Facilitate the chapter meeting and act as master of ceremonies for the program portion of the meeting.
3	Send announcements of all meetings to all members, guests, Region Managers, and the ARMA HQ Chapter Liaison to add to the <i>Chapter Connection</i> newsletter.
4	Obtain speaker biographies to use in the introduction of the speakers and to furnish to the Newsletter Editor and/or Web master. Please see Sample Speaker Biographical Sketch located in the Resources section of this document.
5	Arrange for an award or certificate of appreciation for the speakers.
