



Experts who speak professionally

Board Position: Programming Chair

Purpose of Role:

To provide the local chapter with the highest caliber of professional speakers possible while adhering to budget requirements. To enhance the value proposition for both existing and potential members by creating compelling programs that stimulate business growth and networking opportunities. To enhance the profile of the local chapter by attracting the best and the brightest speaking talent while at the same time being mindful of limited budgets and resources.

Major Activities:

- Solicitation of speaking talent from across Canada and the United States to fill both Keynote and Educational slots for all meetings throughout the year.
- Coordination of monthly topics to ensure variety and diversity of themes as well as alignment with the 8 core competencies
- Ongoing communication with targeted speakers to ensure that all materials are forthcoming in a timely manner. These materials include: Topic outlines, Biographies, Introductions, AV requirements, and Digital photographs
- Ensuring that all AV requirements are handled in a timely fashion and are on-site in advance of speaker's arrival at the monthly meeting venue.
- Handling special requests of speakers, which may include; Distribution of materials, completion of surveys, assistance with back of room sales materials etc.
- Arranging to have out of town speakers picked up at the airport and escorted to their Hotel. This may also include entertaining the speaker in advance of their engagement at the local chapter or contacting interested members to "host".
- Coordinating the monthly 5-minute "Spotlight" speech opportunities wherein local members can demonstrate their platform skills- ensuring that these Speakers represent the Chapter at high levels of professionalism.
- Organizing the Chairing of the monthly meeting by Board members.
- Liaise with the National Chapter Liaison to ensure continuity and set national standards of excellence in programming.

Desired Knowledge and Skills:

- Exceptional networking skills and strong attention to detail
- Must be professional member and intention to serve on board for a 3 year commitment which includes President Elect and President
- Ability to multi-task and deal with last minute change
- Excellent writing skills and a desire to attract the very best talent possible
- Set the example by serving as the Chapter's Ambassador for the invited speakers