

## **Volunteer Position: Program Champion**

### **Committee: Programs Committee**

#### **Committee Mission:**

The Programs Committee identifies and develops program topics of educational benefit and professional interest to the membership. Our goal is to increase program participation and member satisfaction. The committee develops an annual program calendar to include at least eight programs which may include speaker programs, seminars, and workshops geared for members of all levels of expertise. In addition, the Committee develops social events and lunch & learns.

#### **Volunteer Contribution:**

The Program Champion will work with the committee in planning and developing programs for the year. Each program/event will be led by at least two Program Champions. Program Champions are responsible for all aspects of planning a program including topic development, securing speaker(s) and venue coordination. All Program Champions will plan each event under the guidance and support of the Co-Chairs as well as support from the entire committee.

#### **Estimated Time Commitment:**

3-4 hours per month.

#### **Responsibilities:**

- Assist committee in developing topics and strategize on a calendar of events
- Champion at least two programs, to include
  - Securing and managing speakers
  - Preparing any venues and/or virtual tools (including a dry run if needed)
  - Send budget requirements to the Co-Chairs
  - Develop a program description, speaker bio, and agenda for StarChapter
  - Act as silent tech support as needed
  - Send speaker a 'program speaker opportunities' handout and coordinate with Communications Committee on promotion of the program
  - During and after event, finalize actual attendee list
- Become familiar with and make a commitment to the mission, purpose, goals, policies, programs, services and needs of SMPS Connecticut.

#### **Professional Development:**

- Event Management
- Networking and building professional relationships
- Program Development

**Requirements:**

- Attend all committee meetings with no more than three absences.
- Champion at least two main programs or at least one social or lunch & learn event (working with another committee member).
- Make a concerted effort to attend as many Chapter events as possible.
- Assist at the registration desk for one or more programs if in-person.

**For more information please contact: Jessica Brown and Kristen Dera, SMPS CT Programs Committee Co-Chairs at [programs@smpsct.org](mailto:programs@smpsct.org)**

**About SMPS Connecticut:** *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry. SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*