

Volunteer Position: Programs Chair / Co-Chair **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 Chair (and Co-Chairs) are the individual(s) responsible for managing programs for the SMPS CT chapter. Their duties include developing and managing programs to support the chapter's strategic direction and its' membership.

The Chair(s) will work closely with the Education Committee to manage a cohesive calendar of events. The Chair(s) will also work with the Communications Committee on all marketing and materials for each program as well as act as communication liaison with the SMPS CT Board of Directors.

Estimated Time Commitment:

8 hours per month.

Responsibilities:

- Manage overall program logistics and delegate tasks to Program Champions
- Lead monthly committee meetings and take meeting minutes
- Submit a monthly programs status report to the SMPS CT Board of Directors
- Maintain a programs calendar of events and monthly agendas for programs meetings
- Upload events to Star Chapter and update program information as needed
 - Add program sponsor to the website and applicable presentations
- Send Board of Directors a report for each program along with attendee list to Board, Sponsorship Committee, and Speakers
- Develop programs aligned with the six Domains of Practice and the Society's Standards of Learning
- Develop budgets and operating plans for programs each year
- Identify opportunities for e-learning technology integration
- Identify industry topics and trends to incorporate in the learning experience
- Develop implementation strategies in conjunction with the marketing and/or communications committees
- Develop an evaluation method to assess program strengths and identify areas for improvement

Professional Development:

- Leadership Skills
- Event Management
- Networking and Building your Industry Network
- Strategic Planning
- Budget Development

Requirements:

- Attend all monthly board meetings and committee meetings
- Strong leadership and delegation skills
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to learn quickly as it pertains to social platforms, communication platforms, databases and back-end website dashboards

For more information please contact: Jessica Brown and Kristen Dera, SMPS CT Programs Committee Co-Chairs at 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.*