



Capital City Executives' Association Roles & Responsibilities ~ Programs Director

Last updated: March 2014

The Programs Director is an elected Director appointed to the position by the President. The term is for one year.

Under the guidance of the Board of Directors (BOD) and with support from the Executive Assistant (EA), the Programs Director (PD) is responsible for the following:

- Reviews the business luncheon calendar for the year approaching to determine the number of meetings that can accommodate speakers
- Acquires and books business-relevant speakers
- Supplies the EA with speaker information: date, name, topic, business/organization for promotion on the web
- Determines the speaker's audio-visual needs and supports them in the set-up of equipment
- Creates or acquires a bio for the speaker and either conducts the introduction, or assigns a member to conduct the introduction
- Submits events to local on-line events calendars and hard copy publications
- Attends and reports at all BOD Meetings
- Liaises with the Events Director
- Presents a synopsis of the year's work in the role of PD to the members at the Annual General Meeting
- Presents a mini report at each business lunch meeting regarding up-coming speakers, plus gives a more thorough report to the members upon request
- If there is more than one member volunteering in this capacity, it then can become a committee with one Director chairing the committee and who will attend the BOD meetings
- Upon completion of his/her term, the PD will liaise and provide information to the incoming PD