



## Vice President (VP) of Programs

Position: VP of Programs	Expected Duration: 2 year term
Reporting to: PMICAC Board	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 07/21/2020

**Position Overview:** The Vice President of Programs shall be Responsible for monthly programs for the membership.

**Essential Job Functions:** Makes all necessary arrangements for chapter dinner or luncheon meetings and programs, which are consistent with chapter goals and objectives.

Prepares monthly program schedules and agendas for Board approval. Prepares program and meeting notices for publication and distribution by Vice President of Communications. Solicits chapter member input for future programs.

Other job functions as determined by the VP of Programs and/or PMICAC Board. This position description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.

### Expected Time Requirements:

Responsibility	Monthly Time Commitment
Locate and schedule speakers	1 hour
Locate and schedule meeting locations	0.5 hour
Handle registration for programs	1 hour
File PDUs for attendees	1 hours
Day of program activities (set up signs, register attendees, coordinate needs of speaker, open program, introduce speaker, close program, close up meeting venue)	3 hours
Handle issues with attendees' registrations, PDUs, deposit of money from meeting, pay bills	2 hours
Create reports for Board, update Zoho, create RFPs	1 hour
Attend Board and Chapter meetings	2 hours
Prepare and maintain Programs' budget for years' activities	.5 hour