

Director of Programs Role Description

Summary of Role:

The Director of Programs is responsible for planning, coordinating and executing monthly chapter events. The Director of Programs works directly with the VP of Operations and the President to prepare an annual calendar of events and keep it refreshed throughout the year. The Director will work with the VP of Operations to secure locations, speakers for the events, plan menus, set up registration via Cvent and plan logistics for each event such as printing name badges, securing registration check-in and signage.

In addition, the Director will coordinate with the Director of Communications and the Webmaster to ensure that each event is communicated effectively.

This Director may request the help of a coordinator or coordinators that will help with the set up and of running the actual events.

Detailed Responsibilities of Director:

- Work with the VP of Operations and President to plan out annual event calendar, ensuring that at least 3 months of events are planned at any given time.
 - Chapter Meetings are set for the 3rd Friday of the Month
 - Columbus Events are typically in April and October
 - Other networking events are as determined
- Before the events:
 - Secure a location (Work with VP of Ops and President as needed)
 - Set Time/Date
 - Identify Speakers & Topics (Work with VP of Ops and President as needed)
 - Plan Menus
 - Work with VP of Operations to sign contracts and pay for menus, etc.
 - Set up registration for the event in Cvent at least 4-6 weeks in advance of the event
 - Communicate Cvent links to Director of Communication and Webmaster at least 3-4 weeks in advance of the event
 - Ensure name badges are printed
 - Work with Director of Communication to update chapter introduction slides
 - Manage registration count and waitlist
 - Secure 2 ISACA board members to be at each event to provide check-in support, and run the meeting
 - Print signage
- During the events: Director will do the following or delegate the following--
 - Check in attendees with On Arrival app
 - Hand out name badges
 - Ensure Food is set up
 - Present chapter intro slides
 - Introduce Speakers
 - Keep event agenda on time
- After the events:
 - Alert VP of Operations to send CPE certificates