

# STL-ODN

St. Louis Organization Development Network

## Vice President & Program Chair's Role Description & Responsibilities

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### Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

### Role Description

The Vice President & Program Chair serves the interests of members through the design and execution of effective monthly programs, insuring quality and consistency aligned with the STL-ODN brand and strategic direction.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

### Role Responsibilities

1. Attend monthly ET meetings; provides relevant updates and seeks appropriate approvals. (2 hours/month)

2. Recruit and lead a program committee of STL-ODN members to develop and execute the upcoming year's monthly programs in alignment with the overall organization strategy. The incumbent plans the September and October programs by the end of his/her term to ease transition. (4-6 hours/month)
  - a. Schedule committee meetings as necessary.
  - b. Oversee and supports committee to ensure successful execution of programs and logistics.
  - c. Considers the programs offered over the course of the year to ensure an appropriate range of topics are addressed.
  - d. Works with committee to draft program descriptions and obtains ET approval.
  - e. Set and communicate expectations with Program Committee members
3. Collaborates with the ET to determine overall direction and to develop topics for the upcoming year's monthly meetings. In December, the program is our holiday networking event which is held at the end of the day. There is no program in July. (1 hour/month)
4. Work with Finance Chair to determine program budget and other financials. (1 hour/month)
5. Work with Facilities Chair to obtain necessary facilities accommodations. (1 hour/month)
6. Manage program information on the website and program-related e-mails to the community. (2-4 hours/month)
7. Communicate final logistics to program contributors; obtain copy of contributor's slides in advance of program event. (2 hours/month)
8. Work with ET to ensure all announcements are shared at the opening and closing of program events.
9. Manage meeting evaluations; communicate results to the ET.
10. When speakers are used in programs:
  - a. Obtain bio and topic information from speaker.
  - b. Provide bio and program write-up to Web Administrator.
  - c. Ascertain audio visual (AV) needs and communicate to Facilities Chair if different from the standard.
  - d. Write thank you note to presenter within 2 days following program.
  - e. Act as liaison for speaker following the presentation for requests for copies of handouts, etc.
  - f. Obtain electronic copy of presentation and provide to Web Administrator. Communicate with program participants when the presentation becomes available.
  - g. Provide timely and appropriate feedback to speaker based on evaluation data and other inputs.
11. By August 1 of the active term, provide the President with program write-ups, evaluations and any notes/ideas for future ETs for inclusion in the President's Book.