

Program Director | MMANC Board Position Description

TITLE:

Program Director

TERM:

As with all Board positions, this position begins annually on January 1 after elections are conducted. The position serves a one (1) year term.

DUTIES:

- The Program Director coordinates and assists Region Co-Chairs with regional programming;
- Attends official meetings of the organization including the monthly full Board and monthly Executive Committee Meetings via videoconference (each meeting is one hour, plus preparation time);
- Maintains the list of region events, signature events and annual conference and ensures appropriate scheduling;
- Updates all programming for the website and shared organizational calendar with ILG, Cal-ICMA and MMASC;
- Connects corporate and organizational partners with Region Co-Chairs for regional programming;
- Works with Region Co-Chairs to ensure appropriate pricing of events;
- Works with Region Co-Chairs to assist in securing event venues and meeting space;
- Develops the Annual Region Co-Chair Guide;
- Serves as a liaison for the organization, working with professional organizations and educational institutions to promote programming;
- Attends the MMASC Annual Conference in Southern California as MMANC's representative (registration costs covered by MMASC and travel/lodging expenses covered by MMANC);
- Ensures high-quality programming throughout the year; and
- Is expected to serve the following years as Vice President, President and Immediate Past President.

OVERSIGHT:

The Program Director serves as a member of the Executive Committee which consists of the President, Vice President, Finance Director/Treasurer, Conference Director, Communications Director/Secretary, Membership Director, Program Director and Immediate Past President

QUALIFICATIONS:

Must be a current member in good standing.

The Program Director role is typically held by an individual who has had prior experience serving on the MMANC Board of Directors in another Executive Committee capacity, in addition to the Region Co-Chair role. Past Program Directors have served as Membership Director and/or Finance Director/Treasurer prior to serving as Program Director.

ADDITIONAL CONSIDERATIONS:

The time commitment for this volunteer position is at minimum five (5) hours per week, in addition to meetings during the work week as specified in the Duties section listed above.