



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.

This is a one-year term. The incumbent Program Director is eligible for re-election annually to retain their position.

DUTIES:

- Serves as the Executive Board liaison to the Region Co-Chairs to coordinate and assist with regional programming.
- Attends official meetings of the organization including the Full Board and Executive Board Meetings via virtual meeting platform (each meeting is one hour, plus preparation time).
- Maintains the MMANC Activities Calendar, identifying all region events, Signature Events and MMANC Annual Conference and ensures appropriate scheduling.
- Works in coordination with the Communications Director to update all programming for the website and shared organizational calendar. Connects current corporate and organizational partners with Region Co-Chairs for regional programming.
- Works in coordination with the Credentialed Government Leaders (CGL) Committee to assist in administration of the CGL Program.
- Works with Region Co-Chairs to assist in securing event venues and meeting space for regional events and ensure appropriate pricing of events when applicable.
- Works with the Board of Directors to select co-chairs for MMANC's Signature Events.
- Works with Signature Event Co-Chairs to assist in planning, budgeting and execution of Signature Events hosted throughout the year.
- Works in collaboration with the Finance Director to approve Signature Event and Region Event reimbursable expenses.



- Works in collaboration with the Vice President to update and maintain the Annual Region Co-Chair Guide.
- Serves as a liaison for the organization, working with professional organizations and educational institutions to promote programming.
- May attend the MMASC Annual Conference in Southern California (typically held in the Fall) as an MMANC representative (registration costs covered by MMASC and travel/lodging expenses covered by MMANC).
- Ensures high-quality programming throughout the year.

MINIMUM EXPECTATIONS:

- Attend the majority of the Full Board meetings (held as frequently as once per month), attend Board Retreats (held twice per year), all Signature Events, and the Annual Conference.
- Attend the majority of Executive Board meetings per year.
- Attend Region Co-Chair meetings and act as the primary Executive Board liaison to each Region Co-Chair group.
- Respond to all correspondence related to Programs in a timely manner.
- Maintain familiarity with the MMANC Bylaws, Board policies, Style Guide, and Logo Use guidelines relevant to the position.
- Support and coordinate MMANC programming throughout the year, including regional events, Signature Events, and other professional development programs, in collaboration with Region Co-Chairs and event leaders.
- Coordinate and support MMANC programming throughout the year by working with the Executive Board, Region Co-Chairs, and event leads to ensure programming is coordinated across the organization, thoughtfully distributed throughout all regions, and provides maximum accessibility and opportunities for engagement for members and prospective members.
- Work collaboratively with MMANC volunteers and organizational partners to support successful events and high-quality programming.
- Support the development and implementation of resources for Region Co-Chairs, including the annual Region Co-Chair Guide, and provide ongoing support as needed.



- Build and maintain relationships with professional organizations, educational institutions, and MMANC affiliate groups to support and enhance MMANC programming.

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 MMANC Full member in good standing.
- Ability to effectively coordinate projects, communicate with volunteers and partners, and follow through on multiple programming activities and deadlines.
- Ability to work collaboratively with Region Co-Chairs, event leaders, Board members, and external partners.
- Familiarity with the MMANC Bylaws and organizational structure.
- 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.

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 above.
- Experience in event planning, program development, volunteer coordination, professional association leadership, or a related area can contribute to success in this volunteer leadership role.
- Experience coordinating multiple events, managing calendars, or working with external organizations and partners may also be helpful.
- Incumbent in this position is a typical training ground for those interested in serving in future years on the Executive Board.