



Role Description: VP Programming

Key Accountability:

This role leads programming activity for the chapter. This role helps design, plan, and execute a compelling and themed programming calendar for the professional coaching community in the Ohio Valley. The role leverages creative thinking, proactivity, attention to detail, volunteer resources, and a high standard for quality to be successful. Relevant and quality programming contributes to membership growth and retention.

Direct Measures of Success:

- Design approval: proposed program calendar approved by board by May 15 for July-December offerings and November 15 for January-June offerings.
- Participation: number of program participants
- Quality: quantitative scoring of programs

In-Direct Measures of Success:

- Membership growth and retention
- Chapter financial health

Time Commitment:

This role is expected to volunteer an average of 3-5 hours of time each month to the following activities:

- Board Meeting: 1-2 hours per month (preparation, attendance, and follow-up)
- Programming Committee meetings: 1 hour per month (preparation, facilitation of 0.5 hour meeting of volunteers, and any necessary follow-up)
- Committee Activity: 2 hours per month – including facilitation of chapter programs and coordination with speakers

Qualifications:

To be a successful volunteer leader in this role, the incumbent must possess:

1. Commitment: Demonstrated commitment to the International Coach Federation, ICF Ohio Valley Charter Chapter, and the advancement of professional coaching in this region of the United States

2. Volunteer leadership:

- Recruiting: Ability to recruit a diverse group of volunteers from throughout the region to serve on the committee – preferably at least one representative each from Cincinnati, Lexington, and Louisville who have an interest, familiarity, or experience in education programs; ability to synthesize talent and fill gaps as needed
- Engagement: Ability to engage volunteers by understanding their unique strengths and passion and then co-creating and delegating opportunities that activate volunteer talent in meaningful activities that advance the mission of the chapter
- Acknowledgement: Ability to acknowledge, recognize and coach the contribution of committee volunteers
- Succession: Ability to identify and develop a successor
- Regional leadership: Ability to lead a diverse group of volunteers from throughout the geographic region

3. Integration with chapter leadership team: Ability to collaborate and co-create with other chapter leaders and chapter virtual assistant

4. Programming calendar: Ability to design and gain approval from the chapter board of two themed programming calendars that takes into account the unique needs of the chapter membership. The two calendars should be approved no later than May 15, for July-December and November 15, for January-June.

5. Fiduciary accountability:

- Follow chapter policies and procedures
- Propose, get approved, and manage programming expense budget
- Programming budget should be self-sustaining
- Help sell and fulfill chapter sponsorships

Role desirables:

- Creativity, critical thinking, and innovation mindset
- Organized planner (ability to think multiple steps ahead)
- Can-do attitude
- Willingness to identify and recruit pro-bono speakers from inside and outside of the global coaching community
- ICF Credential Holder (ACC, PCC, or MCC) or current enrollment working towards completion of an ICF Accredited Coach Training Program (ACTP) with the intent of obtaining an ICF credential
- Understand and maintain a pulse on the programming needs of the membership

Other tools/processes:

- Understand and follow process for obtaining CCEU from ICF Global and issuing to program participants
- Internet, email, and phone