

Board Member Job Description

Fall 2020

Programming Chair

Position Summary

Create and plan a variety of social, networking, service, and professional development opportunities throughout the year. Plan and lead committee meetings as necessary. Seek input from ynpnGO stakeholders and the community to organize and implement opportunities that are relevant to the constituents the organization serves.

Roles and Responsibilities

- Create a programming schedule for the entire year that is relevant to the needs and desires of ynpnGO constituents
- Facilitate monthly committee meetings
- Research suitable venues and coordinate logistics for different types of events and programming, in alignment with the annual budget and the Rising Leaders Institute Chair
- Book and coordinate with venue staff members
- Collaborate with other board members on overarching organizational strategies and specific projects as well as support other board members' roles and responsibilities as needed

Knowledge, Skills, and Abilities

- Detail oriented and organized with a collaborative mindset to accomplish goals and priorities
- Strong oral and written communication skills, with a desire to build and maintain relationships with ynpnGO board members, stakeholders and the broader community at large
- Self-starter who can balance multiple priorities
- Able to meet deadlines