

Programs Director

The Programs Director is responsible for providing timely and quality continuing education opportunities to chapter members at regular chapter meetings and working with Partners and approving topics for CE Day.

Specific Responsibilities

- Select content, topics and speakers for the Austin chapter meetings with help from the Board.
 - Use prior list of speakers for ideas
 - Get speaker ideas from members (survey)
 - Consider having speakers present during a timely part of the year, ie tax advice
 - Identify top speakers and get them booked. Fed Reserve Speaker
 - University of Texas is a good place to find speakers
- Promotes the Financial Planning Association and chapter mission and purpose.
- Attends monthly board meetings, chapter meetings and chapter activities.
- Ensures program material is pertinent to all members.
- Development of a budget for the directorship and proposal to the board of directors for approval.
- Management of chapter meeting expenses within the budget approved by the board of directors.
- Responsible for approving Partner Webinar topics
- Communicates speaker info to Chapter Executive for her to gather presentation information, materials and marketing information (see detail of duties)
- Attends monthly board meetings and chapter activities.
- Works with Career Day Chair to explore speaker ideas for Career Day.