

Programs Director – Role & Responsibilities

The Programs Director is responsible for delivering timely, high-quality continuing education (CE) opportunities for chapter members at regular meetings, collaborating with Partners, and approving topics for CE Day. Programming can also include non-CE topic content when appropriate. This role ensures that programming supports the mission and purpose of the Financial Planning Association and the Austin chapter.

1. Program Development & Speaker Selection

- Selects content, topics, and speakers for Austin chapter meetings, with input from the Board, ensuring program material is relevant and valuable to all members.
- Sources speaker ideas from:
 - Prior speaker lists
 - Member suggestions and speaker submissions
 - Timely industry needs (e.g., tax updates during tax season)
 - High-profile or in-demand experts (e.g., Federal Reserve speakers)
 - Local institutions such as the University of Texas
- Approves Partner Webinar topics.
- Works with the Career Day Chair to explore potential speakers for Career Day.

2. Collaboration & Communication

- Promotes the Financial Planning Association and the chapter's mission through program quality and speaker engagement.
- Communicates speaker information to the Chapter Executive so they can gather presentation materials, CE documentation, and marketing content.
- Coordinates with Partners regarding CE Day topics and speaker alignment.

3. Budget & Expense Management

- Develops an annual budget for the Programs directorship and submits it to the Board for approval.

4. Participation & Leadership

- Attends monthly Board meetings, chapter meetings, and chapter activities.