



**SOUTHERN CONNECTICUT
CHAPTER**
Association for
Talent Development

CO-DIRECTOR OF PROGRAMMING

The Co-Director of Programming oversees the chapter's programming function, including responsibility for topic/speaker selection, and overall meeting management and reporting.

Responsibilities:

Attracts and secures speakers
for monthly chapter meetings that appeals to members

Determines the format for
each chapter program e.g. speaker, panel, activity

Provides meeting details,
including speaker's biography and headshot to marketing and
chapter administrator

Communicates timing, location,
and "non-sales" nature of the presentation to speaker

Coordinates speaker needs with
the chapter administrator e.g. av

Email atdsc.communications@gmail.com to learn more.