

PROGRAM DIRECTOR

The central role of the Program Director is to secure quality presenters (from within our membership base, our greater Austin community or from another ICF chapter) to support coach-specific professional development for our membership. The Program Director is responsible for planning and promoting monthly Chapter programs, including engaging qualified speakers and issuing CCEUs. In addition, the Program Director may suggest annual themes and virtual or additional meetings, seminars, or conferences to meet the needs of the members. The Program Director also oversees the planning of two chapter-wide socials each year and any additional workshops, or events for International Coaching Week.

KEY RESPONSIBILITIES

- Develop Programs for Chapter Meetings
- Locate and select qualified professional presenters.
- Submit request for Continuing Education Units from ICF International Credentialing as needed
- Locate venues and menu for summer and winter socials.
- Ensure meeting logistics (space, food, room setup) are professionally and successfully executed.
- Co-host chapter meetings with President
- Provide CCEU certificates post event.
- Recruit volunteers to serve on the Program Committee.