**Director of Programs**

**RESPONSIBILITIES**

1. Prepare proposal for each event/activity or general meeting to present to board for approval and assignment of responsibilities to carry them out. Plans requiring approval by the administration will be communicated to the Advancement Coordinator by the Director of Programs and cc: the President and President-Elect, approvals and/or rejections will be communicated to the board.
2. You will organize, plan and set priorities for speakers/programs and general meeting preparations, and communicate items including and not limited to:
   * + Secures guest speakers/programs for general meetings and presents it to the board for approval. Including Speaker/Vendor Name, Qualifications, and/or Achievements
     + Requested dates for all programs and general meetings will be submitted to the Advancement Coordinator and the Facilities Manager by the President and President-Elect, dates will be assigned by the administration and communicated to you by the President and President-Elect.
     + Work directly with the Treasurer to manage expenditures and funds allocated in the budget for speakers/ programs and general meeting preparation.
     + Communicate to President and President-Elect the need for audio visual/sound equipment at least 5 days prior to event date.
     + Obtain and communicate to President and President-Elect presentation materials for guest speakers or programs at least 5 days prior to event date.
     + Obtain approval from President and President Elect before distributing documentation of any kind regarding dates, times, guest speaker, program and meeting content, social media publishing, deadlines or the like. Once approved distribute information to all appropriate parties including the Director of Communications to be included in e-blasts, newsletters, social media publishing, etc.
     + Conduct, plan and communicate meeting dates necessary to facilitate approved programs to President and President-Elect.
3. Facilitates extracurricular/social activities for families in order to build a more cohesive community.
   * Present dates of extracurricular/social activities to the board for approval including both on/off campus events. Board approved dates will be confirmed with the Advancement Coordinator of IIA-NT by the President and President-Elect to confirm there is not a conflict with an IIA-NT planned activity that may limit the participation in a PiP sponsored event. If such occurs alternative dates suggested by administration will be communicated to the board by the President and President-Elect for a decision and may affect the original decision made.
   * Reserve and confirm that dates and locations of PiP sponsored extracurricular/social activities are available, costs, etc. and present information to the board for approval. Approved events must have the date and reservation of determined location reconfirmed 72 hours prior to event.

* Work directly with the Treasurer to manage expenditures and funds allocated in the budget for extracurricular/social activities.
* Obtain approval from President and President Elect before distributing documentation of any kind regarding dates, times, extracurricular/social activity content, social media publishing, deadlines or the like. Once approved distribute information to all appropriate parties including the Director of Communications to be included in e-blasts, newsletters, social media publishing, etc.

1. Assistance with additional duties or tasks as designated by the President and/or President-Elect.