



VICE PRESIDENT OF PROGRAMS ROLE & RESPONSIBILITIES

Overview:

The Vice President of Programs assures that topics and speakers (or panelist) are identified, contacted and committed with arrangements made for them to address the Roundtable on a specific date. This position ensures the program schedule for the entire year is pre-planned with replacement programs and short notice speakers on hand in the event of speaker cancellations. As a leader with the Roundtable Board, the Vice President of Programs is expected to attend all Roundtable events and to support other Roundtable Board functions including membership growth and member engagement marketing.

For many roundtables, the Vice President of Programs is considered second-in-command to the Roundtable President, and is often a planned successor to the Roundtable President. With this future responsibility in mind, the Vice President of Programs is expected, in the Roundtable President's absence, to preside over and manage Board meetings and events, as well as to support the Roundtable President as needed.

Supported By:

CSCMP Roundtable President
CSCMP Roundtable Programs Process Team
CSCMP Regional Advisor
CSCMP Roundtable Coordinator
CSCMP Roundtable Service Center

Responsibilities:

- Establish a diverse programs committee.
- Complete the planning process June/July/August.
- Submit "Schedule of Activities" to the Roundtable Service Center on or before August 15.
- Establish an overall program for the entire roundtable program year (typically August – May) utilizing the Cornerstones of Supply Chain Management as guidance for content delivery, spearheading the efforts of the program committee and leading the roundtable to the successful development and execution of quality Roundtable events.
- Coordinate with the Treasurer to ensure budgetary constraints are observed; making sure there is enough seed money to pay the deposits on upcoming events and making sure that events do not incur losses. Be sure that the roundtable Board is aware of an expected loss in revenue.
- Manage program committee, recruit event coordinators who are then each responsible for managing a single event.
- Understand CSCMP Policies and Procedures and assist the Roundtable President in meeting policy requirements.

- Attend and actively participate in all Roundtable Board meetings, Roundtable Events, and the CSCMP Roundtable Leadership Forum.
- Actively promote CSCMP membership and member engagement activities (AGC & SCPro certification).

Typical Duties:

- Establish the program schedule utilizing the Cornerstones of Supply Chain Management to ensure the entire supply chain is covered within the roundtable program year.
- Prepare a back-up speaker/topic/event to replace a speaker who has to cancel at the last minute.
- Ensure that speakers are identified, contacted, and committed. Several details of the event should be communicated in writing to the speaker, including: content, audience, attendance & event schedule.
- Day of event: make sure that the speaker has transportation and directions to and from the event, make sure the event starts & ends on time, and thank speaker as event closes. Be sure to follow-up with a hand written thank you letter.
- Develop strategies for ensuring program material remains audience relevant and current with changes in the business & market dynamics.
- Work with other Roundtable Board members to increase attendance/membership
- Share best practices & feedback on speakers and tours with other Vice President of Programs.

Requirements:

Must be a CSCMP member in good standing

Must be willing to attend CSCMP events including the CSCMP Roundtable Leadership Forum

Must be willing to serve a two-year term beginning July 1, 2015