



Board Role Description

Position: Director of Content

Reports To: VP of Programs

Position Summary: Supports VP of Programs in overall chapter event and content strategies. Ensures content is relevant, engaging, and provides necessary CPE requirements to meet member's needs. Support committee activities as defined and overall vision of chapter.

Specific Responsibilities:

- Attend all board meetings/calls and provide report of responsibilities
- Support committees as defined by VP
- Secure all speakers/presenters for educational programming, process agreements, fees, travel arrangements and logistics onsite in coordination with the events and AV teams on site.
- Work with National to ensure CPE requirements for all sessions are met and provide all CPE reporting requirements in a timely fashion.
- Recruit future board members through succession planning processes