



The Program Director is in charge of planning and arranging the programs for the regular meetings of the Chapter.

Specific responsibilities include:

- Plan and organize the monthly Chapter programs, ensuring the program supports the mission of EWI and delivers value to member firms, representatives, and employees.
- Work with the Chapter President and Vice President to map out a preliminary calendar for the upcoming year within 30 days from installation.
 - Include possible firm nights, business meetings, and any awards meetings.
 - Work with the Fundraising Director to determine which month includes fundraising.
- Present the preliminary calendar to the Chapter Board for approval.
- At monthly Chapter Board meetings, provide progress reports on meeting plans.
- Map out potential meeting sites, costs, speaker ideas, etc. All content for each monthly Chapter meeting should receive board approval. Any costs require Chapter Board approval along with the necessary paperwork submitted to the Chapter Treasurer for payment.
- Conduct regular meetings with the Program Committee to finalize all plans and delegate specific responsibilities to committee members.
- Provide information to Communications Director on monthly meetings for publication in EWIconnect.
 - It is recommended that you notify the Communications Director of future meetings for publication.
- Provide meeting notice to President/Secretary to distribute separately to the membership.

The Program Director, with the direction and approval of the Chapter Board, may choose to distribute a survey on an annual basis to the Chapter membership asking for suggestions on locations and speakers for Chapter meetings.