



*Providing Resources & Creating Community
to Support and Advance Professional Coaches*

Position: Chair, Programs Committee

Revision Date: 6/30/2021

Approximate Time Each Month: 6 - 20 hours

Position Overview: With support and agreement of the Board, the Program Chair plans monthly member events and other activities. Also manages the Program Committee budget for break-even or profitability on each event.

Desired Attributes:

- Be a member in good standing of ICF New Mexico.
- Uphold the ICF New Mexico Chapter Leadership Norms.
- Reflect the spirit, training, credentials and integrity of the coaching profession as described in the ICF Code of Ethics.

Position Description:

- Provide leadership and direction to the Programs committee.
- Uphold chapter leadership norms within the committee and ensure compliance with chapter Bylaws.
- Attend monthly leadership team (LT) meetings and other related meetings (e.g., strategic planning) as necessary.
- Plan a balanced program for ICF NM Chapter events, both in-person and virtual, designed to provide personal and professional development opportunities for members.
- Identify guest speakers for programs and ensure that speakers deliver value and uphold the profession of coaching.
- Coordinate event information with the VA and Communications Coordinator to ensure that members are aware of events in a timely fashion.
- Submit speaker application and to VA at least 4 weeks in advance for application to ICF for CCEUs for each program.
- Coordinate logistical site information with the venue, including audio-visual requirements, ICF banners, room set up, and head count confirmation.
- Support the speaker – confirming head count (so they know the size of their audience), determining audio and visual needs, supporting with handouts. Introduce speaker at the meeting, thank speaker at end of meeting and provide a “thank you” and any honorarium. Announce upcoming events and other related announcement (e.g. parking discounts and special events).



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- Lead the process of succession planning for Programs Committee chair and members to include recruiting and onboarding.
- Ensure a smooth handoff and transition to the incoming committee chair.

Term: One year with a renewal option(s); we encourage continuity in this position.