



## **POSITION DESCRIPTION PROGRAM DIRECTOR**

### **Basic Functions**

Serves as program director, representing the entire membership in carrying out the professional activities of the Society concerned with programming. Exercises personal leadership in the motivation of division officers, committee officers, committee members and staff to act in the best interests of Society on programming issues consistent with TMS's Strategic Management Plan and financial resources available. Guides the development and implementation of long-range plans and short-term goals and objectives for the organization with regard to programming activities undertaken on behalf of the Society. Acts as spokesman and takes an important part in monitoring and evaluating organizations performance and effectiveness with regard to programming issues. Works with the Senior Manager of Events, Programming and Sales and the Programming Manager.

### **Nature and Scope**

#### Position Information

The Program Director must be a member of TMS and is nominated by the Nominating Committee, one year in advance of assuming office. The Program Director must be elected by the voting members of the Program Committee. The Program Director holds office for three years commencing with the convening of the organizing meeting of the new Board of Directors, immediately following the annual meeting of the Prior Board of Directors. The Program Director is eligible for election for no more than one three-year term, and is not eligible for re-election to the directorship.

As the director for programming of TMS, many of the director's activities will be related to chairing the Program Committee, the Conference Review Panel and serving as a member of the Board of Directors. The Program Director will also devote considerable time to the following major functions:

- Annually chair a minimum of two meetings of the Program Committee.

The committee plans, coordinates, executes, monitors and supports short (1-2 year) and long-term (3-10 year) TMS programming in the technical areas encompassed by the five technical

divisions of the Society. It reviews programming policy and recommends appropriate changes to the TMS Board of Directors. The committee is responsible for the technical gridding of the TMS Annual and MS&T Meetings to include committee-sponsored symposia, general abstract papers, poster sessions, international symposia, and hot topic programming. The committee is responsible for establishing and continually maintaining metrics to measure meeting quality. The committee oversees the development and enhancements to the Society Program Master system.

- Attendance at all scheduled meetings each year of the TMS Board of Directors to report progress and represent TMS programming.
- Guide the implementation of the TMS Strategic Management Plan for all areas pertaining to programming.

The Chair of the Program Committee also serves as the Chair of the Conference Review Panel and serves on the Capture Content Committee.

### **Expected Results**

Within the limits of the Bylaws and Operating Procedures and in partnership with the TMS Director of Technical Support Services, the Program Director is responsible and has commensurate authority to accomplish the duties set forth below:

- Serve as chair of the TMS Program Committee with liaison Responsibility from the committee to the Board.
- Serve as a member of the Board of Directors with the right to vote.
- Provide leadership to the Committee in developing and augmenting policy, keeping the strategic planning process moving forward and auditing its implementation.
- Call special Committee meetings as delineated in the Bylaws as needed.
- Present orally and in writing reports to the Board of Directors on the status of those strategic management goals for which he/she is responsible.
- Acts as spokesperson for the Program Committee
- Work with the Program Committee and the Director of Technical Support Services in planning, formulating and presenting to the Board of Directors basic policies and programs that will further the purposes and Strategic Plan of the Society in all areas of programming.
- Keep the Board Directors informed on the condition and operations of the Program Committee.
- Exercise personal leadership in the motivation of other board members, committee members, the membership and staff to fulfill the purpose and Strategic Plan of the Society in programming.
- Support and defend policies and programs adopted by the Board of Directors.

## **Selection Criteria**

### **Skills Required**

- Knowledge of the conceptual Foundations and driving force of the Society.
- Demonstrated ability to organize and plan effectively.
- Demonstrated ability to produce results through others while generating positive support.
- Demonstrated ability to work effectively toward common goals as a term member.
- Demonstrated outstanding ability to communicate effectively, both orally and in writing, to a wide variety of constituents.
- Demonstrated ability to lead and influence in arena of responsibility.
- Demonstrated ability at win-win negotiating.
- Demonstrated ability to identify and resolve problems to produce positive results.

### **Qualifications Required**

- Has time and employer commitment necessary to fulfill office.
- Committed to TMS mission, vision and long-range goals.
- Is professionally competent with a high level of integrity and commitment to TMS.
- Has the positive and responsible image appropriate to TMS.

### **Qualifications Desired**

- Has employer's financial support
- Has successful experience in managing a budget.
- Has successful experience in managing people.
- Has prior experience in leading a voluntary and decentralized organization.
- Previous experience as a member of the TMS Program Committee.
- Has relevant successful volunteer experience within TMS

### **Personal Characteristics**

- Enthusiasm
- Flexibility
- Commitment to excellence
- High level of integrity
- Competence
- Leadership