



OPERATIONS DIRECTOR

Committee: Programs

Board Term: 2 years

Position Term: 1 years

Time Commitment: ≈ 8 hours/mo.

Paid/Volunteer: Volunteer

ROLE SUMMARY

The Operations Chair is responsible for leading the programs committee. This includes the programming curriculum for bi-monthly First Thursdays, the annual regulatory event, the annual membership appreciation luncheon as well as the coordination of learning and certification for our TRPDX members through WorldatWork. The Chair is responsible through the Programs Team for ensuring location and other logistics are set up for a positive membership experience at each event.

EXPECTATIONS

- For each of the bi-monthly First Thursdays, the annual regulatory event, and the annual membership appreciation lunch, lead planning and delegation of all event logistics:
 - Ensure speakers are in place, in alignment with the TRPDX philosophy/mission
 - Coordinate scheduling of location and food for each event.
 - Coordinate members to host and check-in for each event.
 - Provide details to the MarComm team for communicating at least 45 days in advance of the event.
 - Additionally, for the annual membership lunch, coordinate the charitable giving program, decorations, and swag.
- Coordinate WorldatWork courses:
 - Determine the course schedule, coordinating with World@Work, based on the annual member survey.
 - Assign a board member host, ensuring location and catering are set up.
 - Monitor registration for WorldatWork credits and reporting back.
- Holds a TRPDX credit card.
- Provides all guidance and support necessary to the Programs Team.
- Supports the Outreach Chair with any networking events that would require the logistics expertise and network the Programs Team maintains.

REQUIREMENTS

- WorldatWork member preferred.
- Ability to attend board meetings, including monthly board and strategy meetings, with onsite attendance as required.

- Ability to manage money and in financial good standing.
- Ability to lead a group of people towards a common goal/mission.
- Check in or host 1-2 meetings per year in support of the Programs Team, as a perk for attending any meeting for free.

TRPDX is committed to providing an environment of mutual respect where equal employment opportunities are available to all industry professionals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, military and veteran status, and any other characteristic protected by applicable law.

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