

# Role description - DAL, programming

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## Key responsibilities:

- Represents and is the voice of:
    - the programming function on the chapter board: providing guidance, ensuring chapter compliance with HBA programming standards and policies, aligning and prioritizing cross-functional collaborative activities and reporting functional updates during board meetings.
    - their chapter on regional Programming COE meetings, to provide local feedback/initiatives and learn of key regional and HBA Central updates
  - Develops quarterly and annual programming plans in support of the region and chapter objectives
  - Builds and manages robust committees through recruitment, on-boarding, mentoring and performance management. Ensures committee members have the tools, resources and training needed to successfully execute program and event planning. Strives to professionally develop their committee members with an eye to leadership potential and succession planning.
    - Committees:
      1. Content
      2. Event logistics
      3. Venue/sponsor liaison
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