**The Programs Team is made up of the following roles:**

* Director of Programs
* SPIN:Rountable Coordinator
* SPIN:Lab Coordinator
* Mastermind/SPIN:Circle Coordinator (in development)
* SPiNCon Coordinator (Staff Position)

*As member needs evolve, the duties of the members of the Programs Team may change to keep up with those needs.*

*Note: The list of local members will be entrusted to the Director of Programs for use in their duties and* ***should not be used for any other purpose whatsoever, especially not to be given to sponsors or others who are not members of the branch****.*

**Role - Director of Programs**

**Purpose** – Develop programs and educational content to meet the needs of our members

**Who do they report to** – Executive Director – (they will also work closely with the Branch Program Managers)

**How much time it will take** – 15 - 20 hours per month

**Specific duties include:**

* Develop a yearly schedule of the various SPIN programs
* Assess the current SPIN programs to ensure they are meeting the needs of members
* Work with the Director of Member Relations and SPIN leadership to develop new programs to meet the needs/wants of our members
* Manage the various team members in your department
* Provide leadership to Branch Program Managers via monthly conference calls to make sure they have the resources necessary in their roles
* Communicate new and existing program initiatives on monthly leadership calls
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Compensation** – 3 SPIN:Credits for each quarter they serve, free Branch Event registration, & free SPINCon registration during the year they serve

**Resources** - The Director of Programs should make use of the various files and forms found in the “SPIN Volunteer Data/Branch Resources” and the “SPiN Volunteer Data/Programs” folder on Dropbox.

**Role – SPIN:Roundtable Coordinator**

**Purpose** – Coordinate and facilitate the delivery of SPIN:Roundtables

**Who do they report to** – Director of Programs (in that role absence, Executive Director)

**How much time it will take** – 10-15 hours per month

**Specific duties include:**

* Develop an annual schedule of SPIN:Roundtables and topics
* Develop questions for discussion during each SPIN:Roundtable
* Schedule the date for each SPIN:Roundtable
* Work with SPiN Staff to create registration pages for each event
* Work with SPiN Staff to setup the sessions using the SPIN Zoom account
* Facilitate the SPIN:Roundtable – if unable, find a facilitator
* On a quarterly basis, provide SPIN Staff with a report of members who should receive SPIN:Credits for facilitation
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Compensation** – 3 SPIN:Credits for each quarter they serve & free Branch Event/SPIN:Roundtable registration

**Resources** - The SPIN:Roundtable Coordinator should make use of the various files and forms found in the “SPIN Volunteer Data/Branch Resources” and the “SPIN Volunteer Data/Programs” folder on Dropbox.

**Role – SPIN:Lab Coordinator**

**Purpose** – Develop and coordinate the delivery of SPIN:Labs

**Who do they report to** – Director of Programs (in that role absence, Executive Director)

**How much time it will take** – 10-15 hours per month

**Specific duties include:**

* Develop an annual schedule of SPIN:Labs
* Develop topics for the various series of SPIN:Labs
* Find speakers to deliver the SPIN:Lab
* Work with the speakers to schedule the date for each SPIN:Lab
* Work with SPiN Staff to create registration pages for each event
* Work with SPiN Staff to setup the sessions using the SPiN Zoom account
* Facilitate the SPIN:Lab – if unable, find a facilitator
* On a quarterly basis, provide SPIN Staff with a report of members who should receive SPIN:Credits for facilitation
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Compensation** – 3 SPIN:Credits for each quarter they serve & free Branch Event/SPIN:Lab registration

**Resources** - The SPIN:Lab Coordinator should make use of the various files and forms found in the “SPIN Volunteer Data/Branch Resources” and the “SPIN Volunteer Data/Programs” folder on Dropbox.

**Role – Mastermind/SPIN:Circle Coordinator (still being developed)**

**Purpose** –

**Who do they report to** – Director of Programs (in that role absence, Executive Director)

**How much time it will take** –

**Specific duties include:**

* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPIN leadership meetings

**Compensation** – 3 SPIN:Credits for each quarter they serve & free Branch Event registration

**Resources** - The Mastermind/SPIN:Circle Coordinator should make use of the various files and forms found in the “SPIN Volunteer Data/Branch Resources” and the “SPIN Volunteer Data/Programs” folder on Dropbox.

**Role – SPINCon Coordinator (Staff Position)**

**Purpose** – Manages the logistics for our annual meeting, SPINCon

**Who do they report to** – Director of Programs and Executive Director

**How much time it will take** – 20 hours

**Specific duties include:**

* Working with the Director of Programs and Executive Director, coordinate all the logistical details for SPINCon
* Coordinates the Virtual Hosted Buyer program associated with SPINCon
* Communicate with attendees and sponsors the needed information pertaining to the event
* Participate in monthly leadership/strategic calls
* Attend SPINCon and annual SPiN leadership meetings

**Compensation** – based on experience

**Resources** - The SPINCon Coordinator should make use of the various files and forms found in the “SPIN Volunteer Data/Branch Resources” and the “SPIN Volunteer Data/Programs” folder on Dropbox.