

GO! NETWORK

Role Expectations

Job Title:	Member of Program Committee	
Reports To:	Program Committee Director	
Completed By:	Caren Libby	
Date:	April 8 th , 2009	

GO! Network, Growth and Opportunities for Professionals, is a community initiative that empowers personal and professional growth through life, education and career opportunities. This organization was established to serve the needs of individuals whose employment has been affected by the current economic environment. GO! Network's goal is to encourage, inspire, motivate and connect people to employment and entrepreneurial opportunities. The members of the Peer Advisory Committee are a key component to making GO! Network a success.

BENEFITS:

- Personal growth and development
- Working and networking with other members
- Contributing to others during their time in transition
- Opportunity to build your resume and stay sharp by sharing your expertise and experience

POSITION SUMMARY:

The Program Committee develops ideas for each program, creates content and selects appropriate speakers. They also enlist qualified facilitators for each workshop as needed. Members are assigned to manage one or more programs. Selected team members will be expected to actively participate in regularly scheduled meetings and deliver on assigned tasks. As a team we will uphold the mission, vision and values of the GO! Network.

ESSENTIAL FUNCTIONS:

1. Responsibilities as assigned by the Program Committee Director:

- Attend scheduled meetings to help brainstorm and plan weekly GO! NETWORK sessions.
- Contribute ideas and resources for developing the sessions
- Collaborate with Peer Advisory Board members
- Lead one or more sessions including:
 1. Detailed planning of the event and coordination with Christian Niswonger, Celtic Creative Event Planner
 2. Communicating what is needed from keynote speakers and workshop partners
 3. Providing information to the Marketing Communications Committee for communications to partners and participants
 4. Managing presentation materials and handouts on schedule
 5. Keeping Program Committee Director informed and up to date on activities
 6. Assuming a leadership role for the assigned session, including early arrival and availability to manage the program on the day it is scheduled

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2. Desired qualifications:

- Proficiency in Microsoft Office
 - Program management experience
 - Excellent time-management skills
 - Ability to work under pressure and meet deadlines
 - Group/Team training experience desired
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