



Director-at-Large (Programming) Fact Sheet

updated December 2024

Position Overview

The directors-at-large are elected from the NCMPR membership prior to the annual business meeting and serve as a representative of the full membership, focusing on DEI, programming and outreach, which are the strategic initiatives set forth by the board of directors. The duties of the directors-at-large will address needs as identified by the board of directors.

Position Term

The director-at-large term begins in March or early April at the close of the national conference that immediately follows their election. A director-at-large term is two years.

Position Benefits

- Free registration to national conference.
- Travel expenses and accommodations paid for by NCMPR for two annual board meetings held in
 - March/April (pre-and post-conference): NCMPR pays for three out of six hotel room nights and provides a three-day daily stipend.
 - June (immediately following the Leadership Institute): NCMPR covers airfare, ground transportation and four nights' hotel accommodations, plus a four-day daily stipend.
- Direct support from the national office for training and committee management.
- Extensive networking and collaboration with district directors; the board of directors' executive committee, which includes the president, vice president/president-elect, secretary/treasurer, immediate past president, and past president; and NCMPR's national office staff.
- Opportunity to advance to executive committee upon eligibility and board appointment.

Responsibilities and Leadership Opportunities

- Attend and participate in all board of directors' meetings.
- Accept and perform special duties and tasks as assigned by the board to further strategic initiatives.
- Provide support for ongoing initiatives of the board.
- Oversee the national DEI, outreach or programming committee, leading meetings and ensuring NCMPR's strategic initiatives, as set by the board of directors, are prioritized.

- Work with the related staff liaison to achieve the committee's strategic initiatives.
- Other duties as based on board needs and the director's abilities, interests and college support.

Position Qualifications

Individuals interested in seeking election as a director-at-large should

- Be a member of NCMPR in good standing for a minimum of two full membership years.
- Receive approval and support of college CEO to assume the directorship.
- Have a record of attendance at district and/or national conferences.
- Have a record of involvement at the district level.
- Demonstrate dedication to the profession through personal career achievement.
- Have good organizational skills and prior board experience.
- Showcase a willingness to accept the responsibilities of leadership.
- NCMPR district director experience (preferred, but not required).

Position Specifics for Director-at-Large (Programming)

- Chair the national Programming Committee, comprised of members from each district's executive council.
- Serve as primary contact with committee members, including sending quarterly meeting announcements, agendas and meeting recaps.
- Identify topics and engage presenters for (4) quarterly webinars that align with NCMPR's strategic pillars. Work with staff liaison on scheduling, promotion and other logistics.
- Identify trending topics, new engagement activities, ways to welcome newcomers and strategies for increasing the fun factor at national conferences.
- Work with national staff to select national conference programming schedule from member submissions using PheedLoop, which is our conference management platform.
- Explore new programming ideas, ranging from one-day drive-in workshops and specific tracks for advancement/fundraising to design and newcomers.
- Support membership retention and increase the value of membership by evaluating programming and professional resources currently offered by NCMPR and develop strategies for improving and/or enhancing them.
- Provide regular updates and reports to the NCMPR board at designated meetings.
- Work with the director-at-large (DEI) to help ensure diverse presenters and programming at the national conference.