



FIGT Program Director Role Description

The FIGT Mission

Families in Global Transition is a welcoming forum for globally mobile individuals, families, and those working with them. We promote cross-sector connections for sharing research and developing best practices that support the growth, success and well-being of people crossing cultures around the world.

FIGT Program Director Overview

The Program Director provides support and oversight to all program related activities of FIGT, with the primary focus for the program of the FIGT in-person Annual Conference. Coordinates speaker selections and cross-sector tracks within the conference paying special attention to creative practices and professional and personal expertise. Assists in managing all aspects of the Annual Conference, including overseeing the preparation of event and post-conference activities. The Program Director assists in providing virtual opportunities to meet throughout the year and to share, connect, and celebrate research, insights, and experiences. The Program Director reports to the FIGT President.

Top Responsibilities and Tasks

- Recruit, interview, train and lead the Program committee team
- Submit theme for next conference to the Executive Committee for approval
- Review all Annual Conference presentation proposals
- Coordinate a 'readers review' committee to provide feedback on all Annual Conference proposals
- Create and maintain new spreadsheets to facilitate the committee member reading process of all proposals
- Help create all emails that go out to presenters (acceptance and declines)
- Together with committee members, hand select appropriate, Concurrent Sessions (CCS), Lightning presentations, Kitchen Table Conversations (KTCs), Poster Sessions and Morning Forums at the FIGT conference. Also help design the opening and the closing ceremonies for the Annual Conference
- Choose Emcees for the Annual Conference and maintain communication with them leading up to the conference
- Work closely with other Board Directors during the planning and executing of Annual Conference
- Maintain email contact and host information calls with all presenters once they find out their proposals have been selected
- Oversee content for online program as required
- Liaise with Logistics Director to manage on-site logistics for the Annual Conference



- Oversee introductions by board members/sponsors of keynote/lightning/CCS and Morning Forum speakers during the Annual Conference
- Create and tabulate Annual Conference evaluation forms
- Have monthly meetings (60 min) with Committee Members (one of Committee Members can take minutes) and communicate all questions and decisions back to the Board of Directors
- Fulfill monthly report for General Board Meeting

Ongoing Program Director Projects (Training/Orientation from predecessor required)

- The program for the FIGT 2020 conference will be carried over into the FIGT 2021 conference, but some presenters may not be able to attend, so some re-shuffling is anticipated. There may even be a new call for proposals.
- The Current Program Director, Valerie Besanceney, will be the co-chair Program Director through the Annual 2021 Conference.

Time Requirement

Approximately 35-45 hours per month. Time commitment may fluctuate depending as need arises. Anticipate increased time commitment as the annual FIGT conference approaches.

Numbers below indicate how much time is spent each month on Program duties (average is 43 hours each month). This does not include the amount of time taken to participate in monthly General Board Meetings and the additional time the director might volunteer to help others' work on the board. **Please note:** the time invested in this role may increase/decrease depending on the strategy and needs for each year **and** when the annual conference takes place. All directors are expected to participate in the monthly 2-hour board meetings (may require late or early morning calls).

Time Requirement (in hours per month)

Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
80	60	40	40	40	40	15	20	20	15	20	60

Full term of office will commence on October 1, 2020 and end on September 30, 2022. We request that you are available from August 2020 onwards to start the onboarding process.

Critical Skills and Experience

All Board Members are expected to be able to use Google Drive and WhatsApp and work in virtual environments. They are also expected to be able to help promote and network for the FIGT conference and FIGT membership, even if it is not a stated part of their role description.

- Experience in program and event planning, previous experience on the Program Committee is an asset



- Maintain professional and positive demeanor
- Capable of setting priorities when multiple demands are present
- Proven accuracy and attention to detail
- Ability to work with a team and show leadership skills
- Demonstrate excellent oral and written communication skills
- Long-term vision and planning
- Ability to be flexible and creative in finding solutions
- Comfort with diversity and fast-moving change are essential

General Responsibilities and Requirements for all Board Directors

- Current FIGT member.
- Must have attended an FIGT Annual Conference or volunteered for 12 months with an FIGT Committee.
- Ability to commit to 25+hours every month of volunteer work for Board position role
- Attend the monthly virtual General Board Meetings. The General Board Meetings take place once a month and are two hours long. Meetings are across time zones and may require working at irregular and sometimes difficult hours. If needs arise there may be more than one each month.
- Attend the 2021 and 2022 Conferences, including the in-person Board meetings which take place the day before and the day after the conference. Since FIGT is a volunteer driven organization, it can only cover the conference registration fee for its Board members. Board members pay for travel to/from conference and accommodation at the conference.
- Prior experience managing cross-cultural teams in diverse locations.
- Prior experience working online using collaborative platforms such as Google Drive, Zoom, WhatsApp, and Doodle.
- Available for on-boarding training during August and September 2020 (including attending the September General Board Meeting, meeting with predecessor, chairing a committee meeting (if applicable), and meeting with Executive Committee members to whom the position reports (FIGT President).