

Program Chair

The program chair is responsible for securing the meeting place for the Spring Conference, Spring Meeting, Fall Meeting and the Annual Membership meeting. The chair will assist the Co-chairs in arranging for speaker /program at each of the listed events.

- This shall include getting biographical information on the speaker.
- The Program chair along with the Co-chairs for an event shall set the speaker fee and insure payment by the treasurer.
- Hold meetings as necessary to plan for any event; insure volunteers are available for room setup, video equipment and or audio equipment.
- Have host volunteers to serve coffee, tea, treats, etc. .
- Plan an annual budget for the year's events.
- Keep a list of suitable speakers
- Report to the executive board on each event.