



Position Description

Program Chair

The Program Chair of the Chapter is an elected officer who serves a two-year term as the Chapter's official event and training coordinator. Essential functions of the position include but are not limited to:

1. Develops and schedules all programming promoted through the Chapter for the year.
2. Reserves monthly meeting spaces to ensure equality among location preferences.
3. Ensures program site is properly set-up for event including needed equipment by speaker.
4. Coordinates flier information for each event for web site posting.
5. Creates monthly program flier and provides to Secretary 45 days before event occurs.
6. Coordinates presentation of speaker gift.
7. Purchases giveaways for monthly events and conference.
8. Introduces each speaker and/or trainer at each event or ensures other Board member has introduction information.
9. Compiles and records monthly meeting survey report and shares with Board at the end of the program year.
10. Prepares needed materials (fliers for the following month's event) for monthly meetings.
11. Creates program for Spring Conference and provides to Secretary 45 days before event occurs.