

SAMPLE BOARD DESCRIPTIONS

Position: **Program Chair**

Description:

Provides leadership to the Program Committee to develop annual educational and professional development programs and networking opportunities for chapter members.

Responsibilities:

Attends all regular meetings and special meetings of the Board of Directors.

Collaborates with President and board in recruiting committee members. Orients committee in its committee roles and responsibilities.

Schedules and chairs regular committee meetings and ensures appropriate follow-up occurs.

Provides leadership to the Program Committee to design chapter professional education opportunities six hours or more annually.

Develops, creates, and implements the educational programs designed.

Collaborates with the Treasurer and board to develop the revenue and expense budgets for the annual educational events planned.

Works with Communications Chair and Committee to market and publicize chapter educational offerings.

Maintains binder of committee minutes or meeting reports plus any other pertinent correspondence, materials created, contracts or lists of vendor relationships. Passes binder onto next committee chair.

Term of Office: One (1) year

Qualifications

Demonstrated leadership skills, strong business acumen, and a commitment to perform in an orderly and responsible manner all duties of the office.