



## **PNW/ASI Program Chair (PC) Job Description**

updated October 2017

- Take the lead in planning the annual fall meeting and, if possible, a spring virtual activity using Zoom.
- Write program reports for ASI, including a summary of events for the coming year due on November 1 and for the past year due on April 30, using the template provided by ASI, and submit to the Chair early enough for review and submission to ASI.
- Recruit three or four volunteers to serve on the Program Committee, which is responsible for planning and implementing the fall meeting.
- Use feedback from previous meetings and from surveys to plan (with the help of the committee) the program for the fall meeting, including the speakers and sessions, the schedule, the location, lodging, and food.
- Prepare a timeline for the planning, promotion, and implementation of the fall meeting.
- Set the fees for the fall meeting with the approval of the Chair and the Treasurer. Communicate with the Treasurer about the budget for the meeting, prepare estimates, and have it approved by the Chair.
- Prepare registration materials using past templates, including program schedule, directions to the venue, information about lodging and the location, and registration form. Communicate with the webmasters to post online. The PC may delegate some of these duties as appropriate.
- Post updates about the fall meeting to the listservs when the meeting date is set (“save the date” announcement), when the registration materials are posted to the website, and then monthly reminders and notices for cut-off dates for the lodging and early-bird discounts. The PC may delegate some of these duties as appropriate.
- Prepare the packet (2-pocket folders) for each attendee (with extras for walk-ups). Include the meeting agenda, the business meeting agenda, the roster of attendees (with email addresses) the speakers’ handouts, the treasurer’s report and other handouts about chapter business, information about restaurants if applicable, and the feedback form. Prepare labels for the

folders and for each person to wear. The PC may delegate some of these duties as appropriate.

- Work with the Treasurer to plan for gift cards for speakers, payment to speakers, and payment of other expenses.
- Communicate with speakers to make sure that travel arrangements are smooth and that their required materials are ready at the venue.
- Work with the representatives of the venue to prepare the room both ahead of time and on the day before/the day of the meeting and also for the board meeting (typically the day following the fall meeting).
- Provide folders and nametags as attendees arrive and be prepared to do walk-up registrations.
- Conduct the meeting by welcoming everyone, explaining the day's logistics, and announcing each speaker/session as the day progresses.
- Take photos and notes to be used for write-ups about the meeting in ASI's "See Also," *Key Words* (if possible), as well as the next issue of the PNW newsletter. The PC may delegate as appropriate.
- When feasible, plan a one-hour virtual meeting for March or April. Recruit one or two volunteers to help with the decisions about the topic and implementation of the meeting. Promote the meeting on the listservs. Contact ASI about using Zoom.
- Many of the above tasks may be delegated to Program Committee members.

Qualifications: a candidate for Program Chair must:

- be a member of ASI and of the PNW Chapter
- have attended a PNW chapter meeting within the last ten years