



Pacific Northwest Chapter of ASI Program Chair (PC) Duties

updated May 2024

- Take the lead in planning the annual fall meeting and quarterly virtual activities.
- Write reports when ASI requests them and submit to the Chair early enough for review and submission to ASI.
- Recruit one to four volunteers to serve on the programming committee, which is responsible for planning and implementing the fall meeting. (Typically one volunteer is sufficient for the virtual 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, and (for in-person meetings) 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 the registration materials using past templates, including the program schedule, registration form, and (for in-person meetings) directions to the venue and information about lodging and the location. 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 (PNW, ASI, IDG) when the meeting date is set (“save the date” announcement), when the registration materials are posted to the website, and then (for in-person meetings) 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 fall meeting packet for attendees and distribute it in virtual format ahead of time. For in-person meetings, ensure sufficient paper copies are available for people who will want them, including walk-in registrants. 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. For in-person meetings, prepare labels/nametags. 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 any travel arrangements are smooth and that either their Zoom setup works or their required materials are ready at the venue.
 - For in-person meetings:
 - 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" and *Key Words* (if possible), as well as the next issue of the PNW newsletter. The PC may delegate as appropriate.
 - Many of the above tasks may be delegated to Program Committee members.

Qualifications: a candidate for Programming Chair must:

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