Purpose Scope Objective:
The Programs Chair is an appointed position on the Chapter Executive Committee and has the overall responsibility of ensuring speakers and topics for the monthly general meeting are selected and scheduled.

Roles and Responsibilities:
The Programs Chair has the primary responsibility to ensure speakers are discussed with the Executive Committee and selected for each monthly general meeting. Three of the top key elements to success of this Executive Committee position include:

➢ Continually plays down egos, even when engaged in passionate discussions and decisions
➢ Contribute significant voluntary time and effort to make the Chapter successful
➢ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

Specific duties include:
A. Take the appropriate web-based training for the position of Programs Chair as prescribed by Society on the ASSE website
B. Attend Society Leadership Conference in October (funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer if not previously attended
C. Ensure a queue of potential speakers and topics are kept to plan and schedule for the monthly general meeting, 3 months out is optimal
D. Introduce the speaker and topic at the general meeting by being familiar with both in advance
E. Ensuring there is a supply of appreciation gifts and lapel pins so that they may be presented to guest speakers
F. Presenting the speaker with a token of appreciation from the Bakersfield Chapter

Procedures:

Monthly General Meeting:
  a. Meet with the guest speaker prior to the start of the meeting to ensure they have what they need for their presentation and to get them comfortable with our group
  b. Bring the speaker’s bio and description of the topic to be used to introduce the guest speaker

Monthly Executive Committee Meeting:
  a. Attend the monthly Executive Committee meeting to review and discuss potential upcoming topics and speakers, and to confirm those that will be speaking at the next general meeting
  b. Solicit ideas from the Executive Committee for topics and speakers and share any concerns
General Duties:
   a. Seek out new topics and potential speakers for the monthly meetings to establish a queue of topics and speakers for several months in advance of the monthly meetings
   b. Contact with scheduled speakers to ensure timely arrival for the monthly meeting

Resources:
Laptop computer supplied by the Chapter
Other audio visual equipment
Society website
Chapter website

Continuous Improvement:
This document will be updated annually by the Programs Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.