**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:

1. Take the appropriate web-based training for the position of Programs Chair as prescribed by Society on the ASSP website
2. 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
3. Ensure a queue of potential speakers and topics are kept, to plan and schedule for the monthly general meeting, 3 months out is optimal
4. Introduce the speaker and topic at the general meeting by being familiar with both in advance
5. Ensuring there is a supply of appreciation gifts and lapel pins so that they may be presented to guest speakers
6. Presenting the speaker with a token of appreciation from the Bakersfield Chapter

**Procedures:**

**Prior to Monthly General Meeting:**

1. Touch base with the speaker about the meeting technology. See email example Zoom meeting below.

***Sample Zoom Meeting Email***

Touching Base about the Technology for the July 5, Bakersfield Chapter Meeting at Hodels

We are in the Heritage room at Hodels Country Dining in Bakersfield. Just enter the main Hodel’s building and make your way all the way to the back. Let’s talk about technology options. We will bring (and be using) a projector.

* *Option 1 (preferred) Email your presentation to me by 2PM on Monday, July 3.*
* *Option 2 - You can also bring your presentation on a thumb drive so our Zoom team can load it onto their computer the morning of July 5.*
* *Option 3 - Bring your laptop to connect to our projector (HDMI cable). (If you have a Mac, you may need to bring an adapter for the projector!) Using your laptop is a little problematic for the Zoom team so this is the least attractive option of the three.*

*Presentation tip: The Wi-Fi at Hodels is a not super reliable so presentation links can be problematic. You cannot go wrong with screen shots or embedded videos.  Super jazzed about this topic and you joining us!!! What questions do you have?*

1. *Touch base with the speaker about the meeting technology. See email example (non-Zoom) meeting below.*
2. ***Sample Non- Zoom Meeting Email***

*Touching Base about the Technology for the July 5, Bakersfield Chapter Meeting at Hodels*

*We are in the Heritage room at Hodels Country Dining in Bakersfield. Just enter the main Hodel’s building and make your way all the way to the back. Let’s talk about technology options. We will bring (and be using) a projector. Bringing your laptop to connect to our projector (HDMI cable) minimizes technology issues. (If you have a Mac, you may need to bring an adapter!). Another option is to email your presentation to me by noon on Tuesday, June 6 (emailing ahead also gives us a backup if you use your own laptop) My company laptop will not read unsecured thumb drives so bringing your presentation on a thumb drive the morning of July 5 is not an option.  Presentation tip: The Wi-Fi at Hodels is a not super reliable so presentation links can be problematic. You cannot go wrong with screen shots or embedded videos. Super jazzed about this topic and you joining us!!! What questions do you have?*

**Monthly General Meeting:**

1. 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
2. Bring the speaker’s bio and description of the topic to be used to introduce the guest speaker.

**Monthly Executive Committee Meeting:**

1. 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
2. Solicit ideas from the Executive Committee for topics and speakers and share any concerns

**General Duties:**

1. 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
2. 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.