Greater San Jose Chapter Operating Guide

**Programs Chair**

***Updated: 2/12/19***

**Purpose Scope Objective:**

The Programs Chair is an appointed position on the Chapter Executive Committee and reports to the President-Elect. The Programs Chair 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 ASSP website

B. Attend Society Leadership Conference in October (if budgeted, this may be funded by the Chapter) to better understand the roles and responsibilities as a Chapter officer, if not previously attended

C. Secure the meeting space in advance, and provide for the appropriate meal

D. Discuss any change in meetings costs with the Executive meeting

E. Ensure there is a queue of potential speakers and topics are kept to plan and schedule for the monthly general meeting; if possible provide a calendar in advance for posting on the Chapter website

F. Provide the Communications Chair the meeting invitation write-up, no less than 3 weeks in advance of the meeting for publication and distribution

G. Introduce the speaker and topic at the general meeting by being familiar with both in advance H. Ensuring there is a supply of appreciation gifts so that they may be presented to guest speakers I. Provide the Communications Chair the presentation after the meeting and any pictures taken

for posting on the Chapter website

J. Provide Evaluation Sheets to membership at each meeting

**Procedures:**

**Monthly General Meeting:**

a. Meet with the guest speaker prior to the start of the meeting; set up any equipment needed b. Provide evaluation sheets to attendees

c. Bring the speaker’s bio and description of the topic

d. Introduce the guest speaker

e. Recognize the guest speaker when finished

f. Collect Evaluation sheets and provide to the President Elect

Page **1** of **2**

**Monthly Executive Committee Meeting:**

a. Attend the monthly Executive Commit[tee meeting](http://www.asse.org/newsroom/presskit/images/asselogocolor_600dpi.tif) 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 Com[mittee for top](http://www.asse.org/newsroom/presskit/images/asselogocolor_600dpi.tif)ics 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:**

Audio visual equipment

Society website

Chapter website

**Continuous Improvement:**

This document will be updated annually by the Programs Chair and submitted to the President- Elect at the annual Executive Committee transition meeting.

Page **2** of **2**