

The PROGRAM Committee shall plan, select and schedule professional development programs/speakers for the chapter meetings and other special events as requested.

The committee also shall notify all the newsletter chair of the date, time and place of each chapter meeting and special event.

- Surveys members annually to determine skills and experiences needed.
- Compiles data from survey.
- Determines program topics that are business/market relevant based upon survey results.
- Attempts to schedule programming that would attract non-members during membership campaign periods.
- Identifies and secures subject matter experts within budget.
- Provides topic/speaker info to the newsletter chair.
- Determines specific venue (A/V and room set) requirements for programming and reports data to chapter vice president.
- Introduces guest speakers.
- Notifies the newsletter chair of the date, time and place of each chapter meeting and special event.
- Conducts post-event survey to determine programming effectiveness.
- Provides written post-event report to president.
- Monitors progress on assigned initiatives.
- Maintains compliance with the chapter's operating budget.
- Provides end-of-year written summary of activities and accomplishments to the executive board.