

**ISA
POSITION DESCRIPTION**

SECTION PROGRAM CHAIRMAN

Term of Office: 1 year; can be reappointed

Reports to: Section President

General Function: Planning stimulating and interesting Section meeting programs.

Primary Responsibility & Duties:

Chair:

1. Form a committee and include Arrangements and Membership Chairmen.
2. Prepare a program budget
3. Secure Executive Board approval of the program
4. Arrange speaker accommodations and transportation; purchase speaker gifts.
5. Contact and confirm speakers and required audio/visual (A/V) equipment one week before the meeting dates.
6. Introduce speakers at monthly meetings and present speaker gifts.
7. Serve as liaison with arrangements & membership committees prior to each meeting.
8. Submit monthly "ATTENTION" page information including speaker biographical data to the Bulletin chairman by the required deadlines.
9. Evaluate each program.

Co-Chair:

1. Book speakers and/or plant tours for monthly meetings.
2. Submit to Chair a Schedule of Speakers including meeting dates, names, employers, phone numbers, topics, required (A/V) equipment, required accommodations and transportation and projected cost to the Section by Sept. 1.
3. Contact and confirm speakers and required audio/visual (A/V) equipment one month before meeting dates. Inform Chair and Arrangements Chair of required A/V equipment at this time.
4. Assemble biographical information on speakers and submit to Chair at least three weeks prior to meeting dates.
5. Serve in Chair's absence.

Resources Available: Section Program Chairman's Guide; Section leaders and members. Computer reports showing member interests; Speakers Directory; field of interest form.

Time Commitment: 2-3 hours each week

Meeting Obligations: All Society meetings that broaden your understanding of ISA and its programming resources.

Working Relationships:

1. Other Officers and Members: Communicate closely with Arrangements, Membership, and Bulletin Chairmen.
2. Staff: Access as necessary

Qualifications: Knowledgeable about ISA and its resources; willingness to serve.

Method of Appointment: Appointed by the Section president or in compliance with the Section constitution and bylaws.