Position Title: Technical / Program Officer (Appointed)

Institute programs of technical and related studies. Plan Programs for Chapter Meetings

This role can be one of a Chair of a sub-committee or of solo position.   The officer to create their own sub-committee is desired.

Responsibilities:

1) Programs
    a) Plan programs for Chapter Meetings.
        i)   Schedule a Programing meeting during the summer months (June) with the Chapter Executive to review program ideas and agenda.
    b) Review Activities of other chapters
    c) Obtain approval from chapter executive for topics and speakers
    d) Record attendance
2) Facilitate
    a) Venue
        i)   Location
        ii) Room Size
        iii) Menu
        iv) Audio / Visual
            (1) Projectors / Microphones
        v) Question period post presentation
    b) Obtain and provide Secretary / Webmaster file copies of the prepared talks.
    c) Ensure Speaker is hosted
        i)   Dinner Table allocation
            (1) Served First
        ii) Introduction to Members
        iii) Arrange for "Thank You" and provide gift of Appreciation
        iv) Prepare Executive Summary for
            (1) Specifier, Website, Eventbrite, Facebook, Twitter, LinkedIn, etc Posting
                (a) Date / Location / Time / Subject / Speaker Bio / Executive Summary / Fee
3) Reports
    a) Prepare Meeting reports to the executive
    b) Prepare twice per year Program reports to the Director for Board of Directors meetings.
        i)   Meeting Dates
        ii) Topics
        iii) Attendance
        iv) Summary of success's and failures
            (1) Such as time of meeting (Morning/lunch/dinner)
            (2) Topic interest (Demographics of audience)
            (3) Etc

Range for expected Time Commitment: 6 to 8 hours per month, with an additional 6 to 8 hours of meetings when formulating annual technical program in the months before the start of the program year.