

## 3-10 PROGRAM COMMITTEE

### General Description

The Program Committee plans and presents the Annual General Meeting (AGM) in the spring. Except for larger regional meetings with allied organizations, the meetings should alternate between the northern and southern parts of the state. The committee works in coordination with the Local Arrangement Committee.

The Program Committee follows the general rules for SCA standing committees as set forth in Bylaws VI.2.

The Program Committee Chair is normally the Vice President, or an individual appointed by the President with the approval of the Board.

The Vice President serves as Board liaison with the Program Committee.

The Education Chair serves as an ad hoc member of the Program Committee. The Vice President/Program Chair serves as an ad hoc member of the Education Committee.

Any precedent-setting decisions to be undertaken by the Program Committee or any sub-committees must be approved by the Board of Directors of SCA.

Related Handbook sections of interest to the Program Committee: Local Arrangements Committee: AGM (3-6), AGM Program Planning Calendar (5-5), AGM Program Committee Guidelines (6-1), AGM Session Proposal (7-8), AGM Session Description (7-7), AGM Facilitators Checklist (7-6).

### Responsibilities of the Program Committee

1. The Chair organizes the Program Committee, using names provided by the Membership Chair and individuals interested in planning programs. Ideally, the committee should be made up of SCA members from different regions of the state and who work in different types of archival repositories.
2. Submits budget of Program Committee to Board of Directors. which should include honoraria and travel expenses for special speakers (when applicable) and anticipated committee expenses. Note: Local Arrangements prepares budget of AGM.
3. Places a call for session proposals among the SCA membership and the greater archival community via the *SCA Newsletter*, the SCA website, and via email announcements.
4. Convenes meetings of the Program Committee to plan session topics and propose speakers' names. Determines the theme (if any) of the AGM in consultation with the

Program Committee members, with approval of the Board.

5. Prepares for the Fall Board meeting a preliminary AGM schedule outlining each day of the conference, including the times and length of meals, sessions, the business meeting, and other events.

6. In consultation with the Chair of the Local Arrangements Committee, sets AGM registration fees with the approval of the Board of Directors. Registration fees should be set to allow a reserve of \$1,000-\$2,000, in case registration is lower than anticipated or unforeseen costs arise.

7. Meets Local Arrangements Committee deadlines for submission of copy for the program booklet or other publicity/informational materials.

8. Consults with the Education Chair about pre-conference workshops.

9. Engages keynote and luncheon speakers, creating Memoranda of Understanding (MOUs) when appropriate.

10. Prepares text for AGM program booklet, including welcome, final schedule and complete session descriptions. Note: Education Committee Chair plans and provides text for pre-conference workshops, and the Local Arrangements Committee provides text for local logistics.

11. Sends publicity to *SCA Newsletter* and announcements to the Website Committee for posting on the SCA website and to the Outreach and Publicity Committee for forwarding to allied organizations.

12. Prepares and distributes any workshop evaluation forms.

13. The Program Committee chair or his/her designee introduces the luncheon speaker, and the SCA President introduces the keynote speaker.

14. Requests and oversees disbursement of payments of authorized speaker expenses, committee expenses, and workshop materials fees by Treasurer.

15. Writes official letters of thanks to speakers, Program Committee members, and to the Local Arrangements Chair.

16. Submits a final report to the Board no later than the Board's next quarterly meeting. This report should include commentary, budget and expenditures, suggestions, copies of official committee correspondence and MOUs, analysis of information gleaned from evaluation forms, etc. Copies of this report should also be sent to the succeeding year's Local Arrangements Committee Chair and Program Chair.

17. Reviews and updates Annual General Meeting History (8-4) and SCA Activities Chronology (8-2) for the SCA Handbook.

18. Forwards noncurrent records to the SCA archives at the time of the committee's dissolution. This should include a copy of the committee's report.