

PROGRAM COMMITTEE

General Description

The Program Committee plans and presents the Annual General Meeting (AGM) in the spring, alternately in the northern and southern parts of the state. The committee works in coordination with the Local Arrangement Committee.

The 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 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 the SCA.

Responsibilities of the Program Committee Chair

1. Organizes the Program Committee, utilizing names provided by the Secretary and individuals interested planning programs. There are two regional sections of the committee (northern and southern California). The Program Chair generally appoints committee members in the opposite region in consultation with the Regional Co-chair. The Program Chair and Regional Co-chair work closely to co-ordinate the work of the two committee sections.
2. Submits budget of Program Committee to Board of Directors (see sample). Note: Local Arrangements prepares budget of AGM.
3. 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.
4. Prepares for the Fall Board meeting a preliminary AGM schedule outlining each day of the conference; including the times and length of registration, meals, sessions, business meeting, and other events.
5. With the Local Arrangements Committee, sets AGM registration fees with the approval of the Board of Directors. Registration fees should be set to allow a margin of \$1,000-\$2,000, in case registration is lower than anticipated or unforeseen costs arise.

6. Meets Local Arrangements Committee deadlines for submission of copy for the program booklet or other publicity/informational materials.
7. Consults with the Education Chair about pre-conference workshops.
8. Engages keynote and luncheon speakers.
9. Prepares text for AGM program booklet, including welcome, general information, and complete session descriptions. Note: Education Committee Chair plans and provides text for Pre-conference Workshops, and Local Arrangements Committee provides text for local logistics.
10. Sends publicity to SCA Newsletter and press releases to Outreach and Publicity Committee for forwarding to allied organizations.
11. Prepares and duplicates any session/workshop evaluation forms or session proposal forms for distribution (see samples).
12. Introduces luncheon speaker and raffle M.C. (President introduces keynote speaker.)
13. Requests and oversees disbursement of payments of authorized speaker expenses, committee expenses, and workshop materials fees by Treasurer.
14. Writes official letters of thanks to speakers, Program Committee members, and Local Arrangements chair.
15. Writes full AGM report for the Board of Directors.
16. Updates Annual General Meeting History and SCA Activities Chronology for the Handbook.
17. Deposits all appropriate documentation with SCA's Archives.