

**Program Committee Chair**  
Appalachian Chapter of Central Pennsylvania  
Healthcare Financial Management Association  
*Updated: January, 2003*



**BOARD LIAISON** – Vice President-Education

**GENERAL DESCRIPTION**

The Program Chairperson is responsible for planning and arranging all chapter educational sessions, including speakers, site arrangements and payment, and follow-up thank you notes to speakers. This shall be done consistent with checklists and protocols as established by prior committees.

**DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR**

**GENERAL**

1. Recruits adequate number of Committee members to ensure timely and efficiently run education programs.
2. Regularly report the status of goals and objectives and committee activities at Board meetings.
3. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
4. Assist in transition to new Chairperson as necessary.
5. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
6. Provide information related to Committee activities to the newsletter.
7. Attend all Board meetings and Chapter educational events.

**SPECIFIC**

1. Chair Program Committee and preside over necessary meetings.
2. Develops education session topics for the upcoming chapter year, develops schedule and presents for Board approval at the Spring Retreat each year .
3. Coordinates with other Chapter Committee Chairs, arranging speakers and location for educational sessions.
4. Coordinates preparing and distributing meeting announcements in a timely manner.
5. Provides information to Board to determine appropriate fees for educational sessions.
6. Maintain CPE lists for member certification needs. Ensure CPE sign-up sheets are prepared for member registration at each meeting.
7. Prepares education evaluation sheets for each education session and ensures they are distributed and collected at each meeting.
8. Summarize and mail meeting evaluation comments to Program Chairman and President. Send originals to member who maintains CPE documentation.
9. Arranges for speaker support as needed including lodging and extra handout copies.
10. Reviews all meeting bills for accuracy and forwards to treasurer for prompt payment.
11. Attend Leadership Training Conference in first year of term. Reasonable expenses paid by Chapter.
12. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

**TERM**

Two Years