

## Programming Committee Role Outline and Descriptions

**Purpose:** To have a clear indication as to what each role within the programming committee is responsible for. To delegate tasks, time commitments, etc ... appropriately. To have a prepared document available for easy on-boarding of new committee members.

### Team Roles

#### VP(s) of Programming

- Collaborate and lead the planning of programming initiatives.
  - Plans 9 lunches throughout year.
  - 1 to 2 Happy Hours/Mixers.
- In charge of sending reports to the president.
- Delegate tasks within committee.
- Relay programming information to rest of board (speaker/event info to communications, etc...)
- Must be present the day of each event.
- Must bring/ensure we have:
  - Nametags and food requests
  - Projector, speakers and connecting cords
  - List of attendees, highlighting those who haven't paid
  - Sharpies
  - Survey gifts (can we mail out instead of have at next event?)
- Must be available to set-up presentation, greet speaker, assist speaker
- Must be available to greet guests or find someone to help
- Gathers speaker proposal forms
- Writes pitch and title if necessary
- Edits for grammar/spelling before sending to account manager, who will send to communications team (Kate last set of eyes before sending to communication)

#### Programming Committee Volunteers

- Setup check-in table and work registration
- Input survey results (if we decide to go paper)
- Help with setup/teardown

### Board Member Time Commitments

Outside of the responsibilities described above, board members must:

- Attend monthly board meetings (once a month 4:30-5:30pm)
- Attend yearly retreat (usually in June for AMA Omaha board members)
- If available attend regional retreat (typically in November)
- Additional 2-3 hours per week for responsibilities and team meetings