



## **Program Committee Chair**

### **Purpose:**

- The Program Committee Chair is charged to coordinate, facilitate, and assist in the planning of MSTUG meetings and special events. The Program Committee Chair is further tasked with providing integrity to the organization through well prepared and ordered events.

### **Requirements:**

- The Program Chair is required to maintain an active membership within the MSTUG organization by keeping membership dues current and actively participating in scheduled events.

### **Responsibilities:**

- Convening a committee, setting meetings and agendas
- Supporting the committee to develop the goals and theme for the event
- Appointing sub-committee chairs
- Educating sub-committee chairs on their roles, responsibilities and process
- Creating an event plan
- Working within the organization's current budget
- Supporting the creation of a Funding Plan
- Creating a comprehensive event time line incorporating sub-committee time lines
- Coordinating and supporting the flow of information/communication between committees
- Securing a qualified individual to fill in if unable to attend meeting or event
- Setting facilities meeting, communicating the event overview and having sub-committees define their needs regarding the facility
- Proofing all Marketing and Press Releases
- Signing off on all funding plans in advance of any expenditure with the MSTUG Board
- Securing and reserving locations for meetings and events
- Creating an environment for fun and success
- Evaluating the Event Plan
- Thanking all of the participants and special guests
- On the day of the event:
  - Welcome the membership and guest
  - Oversee the sign-in table and provide direction to attendees
  - Address all challenges in a timely manner
  - Communicate all changes to board members and committee Chairs
  - Direct day beginning to end, set-up to exit.
  - BE AVAILABLE