



Job Description – Program Committee Chairperson

Reporting to: Executive Committee
Working with: Program Committee Awards Sub-Chairperson, Program Committee Event Sub-Chairperson, Program Committee Venue Liaison, Program Committee Law Enforcement Liaisons, Program Committee Security Practitioner Liaison, Program Committee Speaker Liaison
Term: January – December

Job Function:

The main job function of the Program Committee Chairperson is to coordinate and aid with the functions of the Program Committee Rep(s). Additionally the Program Committee Chair is responsible for the reporting of committee activities and financials of the committee.

Job Responsibilities:

- Attend meetings with the Chapter Executive to report committee activities
- Report committee activities to the Chapter Executive
- Report post event cost analysis to the Chapter Executive
- Organize and Chair Program Committee meetings
- Regularly communicate with the Program Committee Event Sub Chairperson and Program Committee Awards Sub Chairperson to ensure venues and speakers are on schedule with the proposed events
- Communicate with the Chapter Treasurer plaque sponsorship participation, so plaque sponsorship funds may be allocated to the proper accounts
- Reports costs to the Chapter Treasurer, so approved expenses can be paid
- Present Program Committee Security Practitioner Award nominees to the chapter executive for winner(s) selection
- Review and update associated job descriptions on a semi annually basis

Created: December 2007
Revised: