

ArSHA Program Chair

DUTIES AND RESPONSIBILITIES OF THE PROGRAM CHAIR

ArSHA By-Laws

Article V Section 3 Duties:

- “D. The Program Chair shall:**
- i. Chair the Convention Committee.**
 - ii. Serve on the Budget Committee.**
 - iii. Perform, at the direction and discretion of the President, other duties not otherwise assigned by the Board or By-Laws.**
 - iv. Attend Executive Board Meetings**

Article V Section 4 Terms of Office:

- A. Terms shall commence on the first of July following the election of the officer.**
- C. The Program Chair-Elect shall serve two consecutive one-year terms as Program Chair-Elect and Program Chair.”**

***See ArSHA Policies Document for details regarding this Executive Board position.**

THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE PROGRAM CHAIR MAY BE CALLED UPON TO MANAGE:

- **Help Select the Convention Hotel**
- **Form a Convention Committee and delegate jobs: Speaker Selections (Include Medical Committee, Audio Committee), Publications, Exhibitors & Sponsorships, Awards, Silent Auction, ASHA CEUs, AAA CEUs, AZ DHS Credits, Student Volunteers, Student Strand Program**
- **Search out Anchor Invited Speakers and the Keynote Speaker, negotiate fees**
- **Do a Call for Papers on the Web**
- **Do Acceptance/Rejection for Call for Papers**
- **Do Invited Speaker Contracts and send to ArSHA Office ***
- **Do Call for Papers Form to be Signed and send to ArSHA Office***
- **Do Audio Visual Needs and send to the ArSHA Office ***
- **Work with ArSHA Office on Room Selections for Speakers ***
- **Work with ArSHA Office on Food Selections ***
- **Attend ArSHA Board Meetings and prepare a written progress report**
- **Host 2-3 Convention Committee Meetings prior to the Convention. The last one needs to be within a few weeks of the convention at the Hotel.**
- **Purchase Gift Certificates for Non-Professional Presenters in the Call for Papers Group**

Approximate commitment of time, hours/week: Initially, the jobs start slowly with about 5 hours per week. As the Convention approaches, the time increases to 10-15 hours per week.