

ArSHA Program Chair-Elect

DUTIES AND RESPONSIBILITIES OF THE PROGRAM CHAIR-ELECT

ArSHA By-Laws

Article V Section 3 Duties:

“E. The Program Chair-Elect shall:

- i. Determine time and place of annual convention.**
- ii. Assist the Program Chair.**
- iii. Ascend to the position of Program Chair.**
- 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 ELECT MAY BE CALLED UPON TO MANAGE:

- Help Select the Convention Hotel**
- Assist with all aspects of the Program Chair duties**
- Search out time and place for event**
- Search out Anchor Invited Speakers and the Keynote Speaker**
- Attend ArSHA Board Meetings and prepare a written progress report**
- 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**
- 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.**

Approximate commitment of time, hours/week: Initially, the jobs start slowly with about 1 to 3 hours per week. As the Convention approaches, the time increases to 5-10 hours per week.