

Program Committee

Revised April 2011
Approved April 2011

Purpose:

The Program Committee is responsible for establishing the structure of the twice-yearly meetings that are put on for the New England Archivist (NEA) members. They review past years' themes and consider requests made over the course of the year for content and with that in mind, establish the meeting's focus. The entire committee finds panel participants, works with the Vice President and Local Arrangement Committee to fit the content in with the space that is provided.

Members:

Members appointed by Chair in consultation with the Vice President/President Elect. The committee must include one member of previous program committee to ensure balance in program topics, and the current Chair of the Local Arrangements Committee.

Term of Office:

Chair is appointed 12 months before the meeting that is being planned and lasts up to the quarterly board meeting following that meeting. Committee members are appointed shortly after the Chair and their terms last up to the end of the meeting that is being planned.

Chair (Major Duties):

- Distributes job descriptions to Program Committee members.
- Arranges for and chairs meetings of the Program Committee.
- Serves on the Local Arrangements Committee to ensure necessary coordination concerning meeting room assignments, technical needs of speakers, times for registration, lunch, business meeting (spring only), and reception.
- Keeps President apprised of all activities.
- Must attend all Executive Board meetings during his/her appointment and report on draft program set up by the Program Committee; a designee may attend in his/her stead.
- Submits budget to Treasurer.
- Request Board approval of all honoraria to be offered to outside speakers (see attached guidelines) at least six months prior to the meeting.
- Works closely with the Education Chair to coordinate workshop needs.
- Coordinates marketing of the meeting.
- Forwards program to Local Arrangements Chair for publication.
- Provides publicity information to the Communications Committee.
- Submits meeting announcements to the Newsletter for two issues prior to the meeting (generally January and April for spring meeting; July and October for fall meeting.)

- Submits drafts of the program to the Webmaster up to one year in advance of the meeting and submits the final program to the Webmaster.
- Writes to speakers and session chairs officially confirming their participation.
- Sends programs to all non-member speakers and solicits information about sessions they plan to attend.
- Maintains contact with session chairpersons to monitor development of sessions.
- Prepares an evaluation form and provides sufficient copies to the Local Arrangements Committee for dissemination.
- Is available before and during meeting to assist with any problems that may develop.
- Submits requests for honoraria/travel reimbursements (for outside speakers) two Board meetings prior to the program meeting (i.e., spring board meeting prior to fall program, and fall board meeting prior to spring program).
- In consultation with the Program Committee, submits a final report to the Executive Board.
- Updates Program Committee manual and forwards to next Program Chair.
- Serves as liaison to successor program or appoints a designee. May attend initial meeting of the following Program Committee.
- Submits a quarterly report to the Board about a week before the Board meeting.

Committee Members (Major Duties):

- Attend meetings of the Program Committee.
- Share with other committee members responsibility for determining theme of meeting (if not directed by the Executive Board), number of sessions, types of sessions, session chairs, and session speakers.
- Make initial contact with speakers and session chairs.
- Provide the Program Chair with assistance as needed before and during meeting.
- Review the Program Committee's final report and recommends additions and/or corrections as needed.
- May act as the session chair or delegate this responsibility to someone else.

Session Chairperson (Major Duties):

- Attends meetings of the Program Committee.
- Assists Program Committee in selecting speakers, as needed.
- Assists the Program Chair in defining the session topic, as needed.
- Contacts speakers to determine the content of their talks and their audio-visual needs, as well as to set deadlines. Session chairperson may also serve as a speaker.
- Insures that all speakers review the drafts of their session descriptions before they are printed in the registration packet.
- Receives and reviews drafts or outlines of speakers' presentations in advance to insure they are consistent with the assigned topic and time allowed for it.
- Reports audio-visual needs to the Local Arrangements Chair and Facilities Coordinator as soon as possible.

- Arranges for someone in the audience to take notes and write a session report for the NEA Newsletter.
- Introduces the session and its speakers, and serves as timekeeper and moderator, as needed. At the end, summarizes the session and directs the question and answer segment.
- After the meeting, contacts the Program Committee Chair to review the strengths and weaknesses of the session.

Program Committee Task List

Chair Tasks:

- Appoints a committee person to develop and implement a marketing plan for the program, in consultation with the Local Arrangements Committee Chair, Public Relations Coordinator and Education Committee Chair, for the purpose of publicizing and attracting participation from special constituencies relevant to the theme of the conference and to the objectives and strategies of the organization.
- Coordinates pre-meeting workshops with the Education Committee Chair and Local Arrangements Committee Chair, including logistics regarding room assignments and refreshments.
 - Workshop planning, including soliciting instructors, developing themes, and determining time frames for workshops, is handled by the Education Committee, with input from the Program Committee.
 - Workshops that are held on days other than the Friday prior to the meeting should be approved in advance by the Education Committee.
 - Workshops that reflect meeting themes are preferred, though not mandatory; they may vary in intensity and skill level and sometimes focus on specialized topics.
- Writes to speakers and session chairs officially confirming their participation. Correspondence also includes:
 - Outline of speakers' and chairs' duties and responsibilities;
 - Draft descriptions of sessions as they will appear in program flyer;
 - Definitions and goals of sessions as outlined by the Program Committee;
 - Complete list of speakers and chairs for every session including their addresses and telephone numbers, as well as information on the Local Arrangements Chair and Registrar;
 - Registration form for non-NEA members (that accounts for meals);
 - Draft outline of entire program;
 - Request for information concerning technical needs (assistants do not need to register);
 - Offers of honoraria to every outside speaker. [Note: session speakers who are NEA members must pay the registration fee; see guidelines for honoraria for non-NEA speakers and program participants.] In addition to honoraria and travel, outside speakers will have lunch and registration waived.

- Consults with Local Arrangements Chair about the preparation and creation of the program flyer, which will include:
 - Schedule of times;
 - Session titles, descriptions, and complete lists of participants;
 - Directions/map to meeting site;
 - List of nearby motel accommodations with prices and telephone numbers;
 - Registration form;
 - Fees.
- Sends thank-you letters to all session participants.