PROGRAM COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE
According to the By-Laws, Article VII, Section 1, the Program Committee shall be responsible for the planning and implementation of the program for the Annual Meeting.

RESPONSIBILITIES OF THE CHAIR OR CO-CHAIRS
The Chair or Co-Chairs of the Programming Committee are appointed by and report to the CACRAO President-Elect. The Vice Chair is appointed by the President-Elect, for all committees of more than five members. The Vice Chair will serve in the absence of the Chair. The Committee Chair and the Vice Chair positions are one year appointments.
The Chair's responsibilities include:
- Create and Implement the Annual Meeting program
- Making timely and periodic reports to the President and the Ex-Officio;
- Attending the annual meeting

SPECIFIC DUTIES AND TIMETABLES
1. Committee appointments must be made by March 1. The Executive Committee will provide a list of interested members and the name of the Ex-Officio members. (The Ex-Officio members are both state Vice Presidents for Admission, Vice President for Registrars, Past-President, Secretary, and Treasurer.) From the list, the Chair should select nine or more committee members (nine is the minimum number required by the constitution), making calls to each to get a verbal commitment before confirming in writing/email.
   - When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one-year appointment.
   - If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment email should be sent to each committee member prior to March 1 with a copy to the President and Ex-Officio members.

3. A committee roster must be updated in the CACRAO Committees Google spreadsheet by March 1. Roster must include name, title, institution and e-mail.

4. Call a meeting for late April. The committee members should receive an email with an agenda about the issues to be discussed. The Chair should either designate a committee secretary or arrange for selection by the committee, no later than the first

committee meeting. The secretary should maintain minutes — retain a copy to send to each committee member, the Public Relations Officer, the President, and Ex-Officio members.

BUDGET PREPARATION

1. CACRAO's fiscal year is January 1 – December 31. As soon as possible, using expenditure reports from the prior annual meeting, begin crafting a budget for the next annual meeting. The budget will be reviewed by the Executive Committee and the Program Committee Chair. Following the Executive Committee meeting, the Program Committee Chair will be notified of the amount of money appropriated for the Program Committee.
   - The Chair is responsible not only for preparing, but also for maintaining the committee's budget. The Chair must maintain accurate and up-to-date records.

2. The President-Elect and Chair will prepare an outline of committee goals for the upcoming year and forward to the President.

3. Additional committee meetings should be scheduled, as needed.

TIMETABLE

January - March
- Select a Chair for the Program Committee and identify committee members.
- Meet with the new President, President- Elect and Local Arrangements Committee (LAC) Chair. Identify a theme and logo.
- Review past Annual Meeting programs

April - July
- Begin monthly committee meetings. Include LAC Chair, President-Elect, and President.
- Open and promote session proposals requests on the website, social media, and newsletter.
- All sessions and presenters including special speakers, keynote speaker, and theme.
- Create a program budget with LAC Chair, President-Elect, and President.
- Connect with the Programming Committee and Communications Committee to ensure usage of CACRAO app and promotion timeline.
- Use Canva to begin creating programs and work with the LAC Chair for the theme.
- Establish contact with a printer for the Annual Meeting Program.

August
- Begin creating details for audio-visual requests with the LAC.
- Complete outline of all portions of the printed program.
- Complete all arrangements with AACRAO and SACRAO representatives, keynote speaker, and any other special guest and/or presenters.

- Promote deadlines for sessions in Newsletter and on Social Media.

September
- With the committee's help, be sure all sessions have presenters, moderators (as needed), and that all audio-visual requests have been met.
- Assign rooms for each session.
- Send each presenter and moderator (as needed) a list of duties and responsibilities, as well as informing them of their meeting time and assigned room.
- Submit a copy of the program to the printer chosen.

October/November
- Review draft. Double check all details with the Program and Local Arrangements Committee, as well as the President.
- Print copies of program and provide Admin with the expense voucher
- Update this Procedures Manual and submit to the President no later than December 1.

December
- Friday before the Annual Meeting begins, meet with hotel staff and LAC Chair.
- On Saturday before the Annual Meeting begins, meet with the LAC Committee.
- On Sunday morning of the Annual Meeting, meet with the Program Committee.
- During Annual Meeting, verify the room and audio visual needs. Assist with setup and any questions presenters may have.
- Send thank you notes to LAC and Program Committee, all session presenters, moderators, and speakers. Review and finalize the budget with the Treasurer and Administrative Assistant.

Things to Remember:
- Newsletter/Social Media: Provide dates and deadlines and information about session proposals.
- The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Public Relations Chair will notify the Program Chair of deadlines for each edition.
- Copies of all correspondence must go to the President and Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.

*** This manual was designed to be used as a guide. The Chair should use the Program Committee (President-Elect's) Working Manual for samples, former correspondence, details, etc

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