

## **NiUG INTERNATIONAL: PROGRAM COMMITTEE**

This committee is charged with choosing appropriate class and breakout session topics for our NiUG conferences or any educational events in the US where more than 100 attendees are expected. They are expected to recommend the class and breakout session topics, develop agenda descriptions and assist with the selection of qualified instructors to present the materials. In addition, they may be called upon to assist with the planning and development of other areas of activity within other NiUG professional development events if assistance is required.

The Program Committee shall consist of up to 15 members: a chair, vice-chair, the ex-officio or staff liaison, and approximately 12 members at large.

### **Program Committee Chair Responsibilities and Essential Job Functions**

The program chair should not be filled by a NiUG board member, however, the chair will report to a designated board member to keep leadership informed as to projects, initiatives and any issues within their committee. The role of the membership chair is as the foundation of membership activities throughout the organization. The Chairperson has the following responsibilities:

- Schedule and send reminders for committee meetings
- Coordinate efforts with staff liaison and your board representative
- Develop meeting agendas designed to get updates from the various teams with strategic goals, objectives, and strategies in mind
- Lead committee meetings keeping members on-task to make effective & efficient use of time
- Delegate tasks to be performed outside of committee meetings to committee members or relevant Task Force
- Nurture relationships with committee members ensuring that all members have well-defined and meaningful roles
- Establish additional Task Forces as needed with clearly defined purposes
- Reach out to committee members with waning attendance
- Inspire, energize, and encourage committee members
- Ensure meeting minutes are documented and posted on Basecamp within 48 hours of the meeting
- Submit a Program Committee report/consent agenda to staff or your Board Representative for review at each Board meeting reporting on committee work
- Communicate closely with your Board Representative so any issues, ideas or information needs to be reported back to the Board of Directors
- Develop a leadership succession path to define continual training within your committee and for any new committee members and in the event there are vacant chair/vice chair positions to fill

### **Specific Leadership Skills Helpful to the Position**

Planning and goal setting, communication, team building, mentoring, public speaking, training and accountability.

### **Time Commitment**

The term of the committee chair shall be 2 (two) years and shall be limited to 3 (three) consecutive terms. Meeting in person at least once per year at the annual Discovery Conference (if possible) and by conference call monthly. Included is the time necessary to accomplish the stated responsibilities and on-going dialogue with the committee, board members, and Listserve.

### **Available Resources Include**

- [www.niug.org](http://www.niug.org)
- NiUG Benefits of Membership Brochure
- Past conference information & statistics
- Basecamp

### **General Program Committee Description**

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### **Membership Committee Responsibilities & Essential Job Functions**

- Review all relevant material before committee meetings
- Attend committee meetings (in person, via e-mail and/or conference call) and voice objective opinions on issues
- Pay attention to organization activities that affect or are affected by the committee's work
- Support the efforts of the committee chair and carry out individual assignments made by the chair
- Work as part of the committee and management team to ensure that the committee's work and recommendations are in keeping with the general association mission and goals
- Serves as a program spokesperson within the organization
- Supports the committee and chapters carry out their plans and achieving measurable goals where needed
- Focus on the strategic direction and objectives of NiUG and leave the tactical planning to NiUG staff
- Assists the Program Chair when called upon to assist with other tasks as needed

### **Minimum Qualifications**

- Must be a regular member of NiUG in good standing
- Must possess a strong understanding of the core workings of NiUG International
- Good verbal, written, interpersonal, and leadership skills as well as multitasking abilities
- Articulate person with good planning, coordination, and communication skills
- Must possess strong public speaking skills in order to present at annual and/or regional meetings

**Signature of Acknowledgement:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Year Term:** \_\_\_\_\_

## OUTLINE FOR A SUCCESSFUL YEAR

### Training and Professional Development

- Program development plans – Strategic Goals
- Website resources ([www.niug.org](http://www.niug.org))
- Membership newsletter (*The NiUG Connection*)
- Listserve participation
- Basecamp

### Communicate Regularly

- Email/Listserve messages
- Follow-up
- Recognize successes & challenges
- Solicit best practices

### Know Your Association

- Size & demographics
- Track program participation
- Programs & activity

### Promote NiUG Initiatives

- Program/conference participation
- New & existing programs
- Industry-related programs
- Conventions & exhibitions