

## **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**

The Chair of the Program Committee is the President-Elect and reports to the CACRAO President. The Vice Chair is appointed by the President 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:

- making timely and periodic reports to the President and the Ex Officios;
- attending the annual meeting.

### **SPECIFIC DUTIES AND TIMETABLES**

1. Committee appointments must be made by January 15. The Executive Committee will provide a list of interested members and the name of the Ex Officio members. (The Ex Officio members are the Vice President, the Secretary, and the Treasurer.) From the list, the Chair should select seven 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. 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 letter should be sent to each committee member prior to February 1, with a copy to the President and Ex Officios.

3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex Officios, and the committee members prior to February 1. Name, title, institution, mailing address, telephone, e-mail, and fax are required on the roster.

4. Call a meeting for late February. The committee members should receive a letter with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. The letter should be copied to the President and Ex Officios — who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes — retain a copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and Ex Officio

representatives.

- A. Budget Preparation. When assuming the Chair of the committee In December, the CACRAO fiscal year is almost halfway completed. The Chair “inherits” the remaining budget, which can be used until June 30. After that time, a new fiscal year is underway. CACRAO’s fiscal year is July 1 — June 30.

A budget must be prepared in January for the next fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. It is important to remember that this budget covers a fiscal year when the Chair heads the committee only 4 1/2 months. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years. A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy the President and Ex Officios, by February 1. 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. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records.

Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher are sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted as soon as possible following the expenditure.

- B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex Officios by February 1.
- C. Additional committee meetings should be scheduled as needed.

5. The Chair will attend all Executive Committee Meetings and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

## **CALENDAR**

December

Meet with the new President.

Together select a Local Arrangements Committee Vice Chair.

**January**

Select a representative Program Committee.

Submit article for the winter Newsletter.

Distribute evaluation of previous Annual Meeting to committee members.

Plan first committee meeting.

<b>February/March</b>	<p>First committee meeting. (coordinate time/date with LACmeeting.)  Establish the Theme of the Annual Meeting.  Assign session topics to be developed by committee members.</p>
<b>March/April/May</b>	<p>Second committee meeting.  Finalize all sessions and presenters including special speakers, keynote speaker, and theme.  Submit program budget to LAC Chair including special travel, number of “comp” nights needed by presenters, etc.</p>
<b>May/June</b>	<p>Prepare registration materials including special cover letter, meeting schedule, hotel reservation form, etc.  Write article for summer newsletter.</p>
<b>June</b>	<p>With committee’s help, be sure all sessions have presenters, moderators, recorders, and that all audio-visual requests have been met.  Assign rooms for each session.</p>
<b>July</b>	<p>Send each presenter, moderator, and recorder a list of duties and responsibilities as well as informing each of meeting time and assigned room.  Make first contact with Phoenix Communications about the printing of the Annual Meeting Program.</p>
<b>August</b>	<p>Mail registration materials.  Finalize all audio-visual requests with the LAC.  Complete all portions of the printed program.  Complete all arrangements with AACRAO and SACRAO representatives, keynote speaker, and any other special guest and/or presenters.  Submit articles for conference edition (fall) newsletter.</p>
September	<p>Submit camera ready copy of program to Phoenix Communications in Atlanta on diskette as well as hard copy plus photos of president, keynote, and representatives.</p>
<b>October/November</b>	<p>Review “blue lines” from Phoenix Communications. Double check all details with Program and Local Arrangements Committees as well as the President.  Update this Procedures Manual and submit to the President no later than December 1.</p>
<b>December</b>	<p>Friday before Annual Meeting begins, meet with hotel staff and LAC Chair. On Saturday, meet with LAC Committee. On Sunday, meet with Program Committee.  After Annual Meeting: meet with new President-Elect to make suggestions for improvements and explain the many responsibilities of coordinating the program.  Send thank you notes to LAC and Program Committee, all sessions presenters, moderators, recorders, and speakers.  Give all records/working notebooks, etc. to the new President-Elect by the Annual Meeting or immediately following. The notebooks should be well organized and include samples of work</p>

lists, notes, and correspondence. (The New President-Elect will receive a new Procedures Manual.)

6. NEWSLETTER. The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.

7. Copies of all correspondence must go to the President and Ex Officios. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs who may be affected.

8. Utilize Bulk Mail for any mailings of over 200 pieces. You must allow 2 weeks for delivery of bulk mail.

9. Prepare an annual report and submit to the President and Ex Officios by November 15. At the same time, submit updates to this procedures manual.

10. Attend the Annual Meeting including any Executive Committee meetings at which your presence is requested. Hold a final committee meeting at the Annual Meeting. Present an annual report to the membership at the annual meeting.

11. Send thank you notes to committee members immediately after the Annual Meeting as well as to the LAC, all presenters, speakers, moderators, and recorders.

12. The outgoing Chair will give all minutes/working notebook, records, etc. to the new chair by December 1 or immediately following the Annual Meeting. (The new Chair will receive a procedures manual from the new President.) The outgoing Chair is encouraged to be available as needed as needed to respond to inquiries from the new Chair.

\*\*\* 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.

Updated November 30, 1998