



Position: Program Chair
Term: One year (June – May)
Time Commitment: 10-12 hours/month

Tasks:

- Plan program based on theme chosen by executive committee and board
- Attend monthly board meetings (in person or conference call)
- Assist in planning coordinating, and promoting the National Speaker Events.

MONTHLY TASKS:

Before each monthly program

- Contact prospective presenters to arrange presentation requirements, ensure they know where to go, etc.
- Create and forward program flyer/announcement using MNISPI Template with program details
- Bring copies of meeting flyer (speakers are responsible for any specific handouts)
- Bring copies of the evaluation form

During each monthly program

- Attend programs and introduce speaker(s) using information from the flyer
- Update the MNISPI Website with program information
- Coordinate, collect and report program feedback

After the monthly program

- Thank our presenter(s)
- Remind attendees to complete the evaluation form
- Remind attendees to attend our next meeting
- Collect and tabulate evaluation feedback and statistics and distribute to speaker(s) and all board members
- Document Take-Aways and send to the President for inclusion in the eBlast and/or PPT Intro slide presentation.
- Send President and External Communications Chair the program flyer for the next month by the end of each month

Position recently held by:

- Anne Groetsch
- Craig Koehnen
- Dean Andrew
- Rick Suydam