

SIGMA THETA TAU
ETA KAPPA CHAPTER-AT-LARGE

PROGRAM COMMITTEE

PURPOSE: The committee shall plan the educational programs for the Chapter-at-Large.

CO-CHAIRS: Vice-Presidents

MEMBERS: Two (2) appointed members.

TERM OF SERVICE: The term of service is two years. May be reappointed for a second term.

MEETING SCHEDULE: As needed to ensure proper planning and execution of two scholarly programs each year.

RESPONSIBILITIES:

1. Calls committee meetings, keep minutes and prepare meeting agendas.
2. Coordinating with the Board on program dates and topics.
3. Develop a budget for each program event.
4. Secure speakers and verify date, time, handouts and media needs.
5. Prepare information for flyers and chapter newsletter.
6. Determine if continuing education hours will be offered and collaborate with appropriate provider.
7. Review program evaluations and make recommendations for future programs.
8. Provide an annual written report to the President.