**PROGRAM COMMITTEE CHAIRPERSON**

The Program Committee Chairperson of the Association, as appointed by the President, shall:

* Be responsible to and serve on the Executive Committee of the Association
* Appoint two but not more than four members to the Program Committee
* Be responsible for developing programs, with the Speaker Committee Chairperson, to include subject matter, presentation schedules, identifying speakers, making presentation arrangements and addressing audiovisual needs
* Prepare and distribute all notices of Association meetings, sponsored functions, and any other membership correspondence, as required
* Obtain Executive Committee ratification on all decisions, actions, and functions as proposed by or taken by the Program Committee, which shall include speaker related fee, travel expenses, gifts, etc.
* Obtain the meeting site locations and ensure that the appropriate agreements/contracts are completed by the President
* Coordinate the food/drinks for the meetings
* Be responsible, in conjunction with the Membership Chair and Community Education and Outreach Chair, for engaging and structuring networking events throughout the year as agreed upon by the TBAFP board.

Perform all other duties relative to the position of the Program Committee Chairperson