

# FPA Silicon Valley Programs Committee

## Committee Chair Responsibilities

The Chair is the leader of the Programs Committee, and sits on the Chapter Board of Directors. The general responsibilities of the Chair are described in this document.

*In a properly functioning and fully staffed Programs Committee, the Chair does not generally serve in the Speaker Coordinator role.*

1. Chapter Board or Directors Responsibilities:
  - a. Represent the committee.
  - b. Attend monthly board meetings. Submit agenda items with issues and information about the committee's activities prior to the meeting. Review all directors' submitted agenda items and other related materials prior to the meeting. Review minutes and other meeting materials after the meeting.
  - c. Actively participate in management of the Chapter and associated board responsibilities
  - d. Present a Plan of Work for the committee annually.
2. Set the committee's meeting schedule.
3. Facilitate the committee's meetings, including the annual Ideafest brainstorming dinner meeting.
4. Each month, check that the work of the committee is proceeding smoothly by checking in and supporting the Speaker Coordinators. If an issue comes up relative to one of the monthly chapter programs, help to resolve that issue.
5. Verify that the appropriate details have been entered by each month's end into the Google Docs Meeting files for at least the coming 3 month's meetings. If not, follow up with the appropriate Speaker Coordinators so the information is entered by month's end.
6. Review chapter meeting program and newsletter entries received from Executive Director and make any required corrections prior to publication.
7. Backup the Speaker Coordinator at the chapter meeting in case problems develop related to the speaker or presentation.
8. If Speaker Coordinator opts (in advance) not to introduce Speaker at the chapter meeting, do the introduction
9. At the end of the Speaker's presentation, thank them, provide gift and Thank you card, remind attendees of the following month's speaker, and end the meeting.
10. Facilitate leadership in the committee by inspiring committee members to participate, serve as Speaker Coordinators and Record Keeper, and to eventually step up as Chair and for other Chapter leadership roles.
11. Facilitate email conversations between committee members
12. Receive communications for prospective speakers from committee, board members, FPASV chapter members and outside individuals. Introduce such prospects to the committee and facilitate a decision. Provide feedback to the prospect and contact.