

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT  
(Affiliated Chapter of the Society for Human Resource Management)**

**COMMITTEE RESPONSIBILITIES**

**Committee:**            **Program**

**Composition:** Two co-chairs and members

**Purpose/Mission of Committee:**

To support and promote the mission and strategic direction of the Association through planning and organizing the program for all regular membership meetings of the Association, in accordance with the goal of meeting/supporting Purpose #1 specified in the Association's Bylaws. This includes planning all details associated with scheduling the topic(s)/speaker(s) for the meetings.

To gather, evaluate and follow up on all feedback associated with the programs provided through the regular monthly meeting format in order to improve and/or adjust as necessary for future programs.

**Committee Responsibilities:**

1. Plan for and schedule all topic(s)/speaker(s) in coordination with other committees for the Association's membership meetings held from October through March, May and June of the fiscal year. Committee should periodically survey/obtain feedback from the membership in order to help facilitate planning relevant and timely topics/speakers for future meetings.
2. Confirm all necessary arrangements with scheduled speakers including travel arrangements, location and time of meeting, and need for A/V equipment or special room arrangements, etc.
3. Work closely with the following:
  - a. Board – to communicate pertinent meeting details, plans being pursued by the committee, etc.
  - b. Chapter Administrator – to communicate details regarding meetings to be included on the Monthly Meeting Notices, to coordinate the count of attendees, and preparation of name tags.
4. To provide/purchase gift for speaker(s) to be presented at the close of the meeting or coordinate charitable donation in speaker's name.
5. To make provisions for gathering, evaluating and following up on feedback associated with all programs/monthly meetings.
6. **NOTE:** See "LSHRM MEETING COORDINATOR CHECKLIST" for specific items to be covered for each meeting.

**Time Requirements:**

**For a committee member:** One to one and a half hours per month (plus travel time) for committee meetings. An additional two hours for the month assigned as meeting coordinator (phone calls, news article, set up). When a member volunteers to take minutes of committee meetings, an additional half-hour is required to prepare and distribute the minutes

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**For the committee co chairs:** One to one and a half hours hour per month for committee meetings, plus an additional half-hour for follow-up as necessary.