



## **CHAIRPERSON OF PROGRAMMING COMMITTEE**

The Chairperson is responsible for planning and coordinating the annual education and networking programs in accordance with Board's wishes and ACHE direction.

Term of Office: Two Years (commencing on January 1st and continuing for a period of two years or until replaced by the board)

### Qualifications:

- Must be a current ACHE affiliate in good standing
- Must maintain an active address in the HEF area of responsibility
- Must demonstrate dedication to the HEF and its mission
- Must possess good communication, leadership, and organization skills

### Responsibilities:

- Plans out dates for activities three months prior to the next calendar year
- Coordinates with committee subjects of sessions ACHE/Board guidance
- Coordinates all program topics, speakers, and ACHE credit in a timely fashion

### Attendance Responsibilities:

- Attend all Chapter meetings
- Miss no more than two (2) Board meetings annually