

January 2016

SCRC Programs Chair ~ Role & Responsibilities

**General Duties (Board Meetings)**

* Maintain a seat on the Executive Committee.
* Attend all Board meetings.
* If unable to attend a Board meeting, ensure a replacement has been identified in advance to take the meeting minutes. Advise President in advance of meeting of absent and who the scribe will be.
* Prepare discussion on upcoming meetings and potential speakers or topics that will match the educational goals of SCRC for each year.
* Update the board on speakers and meetings.
* To request approvals from Board for any costs associated with speaker fees, travel and per diem.

**Administrative Duties**

* Coordinate speaker(s) for each meeting.
* Provide speaker with details of SCRC meetings and expectations (including no “direct selling” of their company). Educations focus only.
* Provide Communications with info to update website on speaker (s), topic and bios.
* Provide Meetings with update on speaker(s) and any specific needs for presentation set up (ie: microphone types, table for laptop, LCD, projector screen, etc)
* To complete request of 1 CRP credit to ERC and to bring forms to the event so attendees can get the appropriate credit.