

Program Committee

a. Committee Charge

- i. The Program Committee will design, plan and implement educational programming for the chapter.

b. Articles/Bylaws Statements

- i. There shall be the following standing committees: ... (1) Program ... (*Articles, Art. VIII*)
- ii. The president shall appoint all members of the standing committees. (*Articles, Art. VIII*)

c. Composition

- i. The Committee Chair is the incoming Vice-President/President-Elect.
- ii. Maximum committee size is ten. Appointment will generally not be for two years.
- iii. Committee members will be appointed by the President in consultation with the Program Committee Chair.
- iv. Committee appointments will endeavor to reflect the diversity of the membership.

d. Responsibilities

- i. Annual Chapter Meeting
 - (1) Details regarding the planning of the annual chapter meeting can be found in the Local Arrangements committee section of this handbook.
 - (2) Budgeting
 - (a) In conjunction with the Local Arrangements Committee and the President, the committee determines the Registration fee for the meeting.
 - (b) The committee develops a budget for approval by the Executive Committee. Meeting income should equal or exceed meeting expenses.
 - (c) Regular budget reports are made to the Executive Committee during the planning process.
 - (d) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately.
 - (3) Programming
 - (a) The committee develops programs for the chapter's annual educational meeting.
 - (b) Committee members identify topics, speakers and moderators.
 - (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the educational program.
 - (d) The number of program slots and speakers may be dependent upon the facilities available and the impact upon the budget.
 - (e) A variety of programming methods should be utilized whenever possible.
 - (f) Committee members serve as program coordinators.
 - (g) The committee is responsible for creating, distributing and collecting program evaluations. Completed evaluations should be returned to the Program Committee chair. **[added 4/01]**
 - (4) Speakers **[added 4/99]**
 - (a) The Committee identifies appropriate speakers for each of the annual chapter meeting programs.
 - (b) The number of non-SEAALL member speakers should be limited due to strains for the budget. Non-member speakers should be encouraged to stay over Saturday night if there is a significant difference in the cost of air fare.
 - (c) Only non-member speakers will be reimbursed for expenses. No chapter member or vendor speaker will be reimbursed.

- (d) Reimbursement will be limited to transportation (including mileage from home to airport), meals not provided as a part of the annual meeting at a per diem rate of \$50 per day and no more than \$25 for any one meal.
 - (e) The payment of honoraria is discouraged.
 - (f) Expenses for spouses or children of non-member speakers will not be reimbursed.
 - (g) The committee will provide the names and arrival dates of the non-member speakers to the Local Arrangements Committee in order to have rooms reserved for the speakers.
 - (h) The Program Committee will provide confirmed speakers with a the chapter reimbursement guidelines, an expense report, an a/v request form (in coordination with the Local Arrangements Committee)
 - (i) Speakers planning to use computers for projection purposes must bring their own.
 - (j) The Program Committee will collect biographical information on speakers and convey said in camera ready format to the Local Arrangements committee.
- (5) Printing [**added 4/99**]
- (a) The committee will provide the Local Arrangements committee with the details of the program for preparation of the preliminary and final programs.
- ii. Annual Institute
- (1) Programming
 - (a) The committee develops programming for the chapter's annual one-day institute preceding the beginning of the annual chapter meeting.
 - (b) Committee members identify a topic and speaker(s).
 - (c) The committee works closely with the Local Arrangements Committee and hotel/facilities personnel to implement the programming.
 - (d) Policies on speakers for institutes parallels that for the annual chapter meeting.
 - (e) Registration for the Institute is separate from that of the annual meeting.
 - (2) Budgeting
 - (a) In conjunction with the Local Arrangements Committee and the President, the committee determines the Registration fee for the institute.
 - (b) The committee develops a budget for approval by the Executive Committee. Institute income should equal or exceed institute expenses.
 - (c) Unanticipated expenses and cost overruns must be reported to the Executive Committee immediately
- iii. Meetings
- (1) The committee is encouraged to meet during the annual chapter meeting, to conduct committee business via email and to hold conference calls as needed. [**revised 4/99**]
 - (2) Minutes will be recorded for each conference call and meeting.
 - (3) If significant committee business occurs via email, copies of significant messages should be maintained in print for committee files. [**revised 4/99**]
 - (4) The Committee Chair or a designee will attend the meetings of the Executive Committee if requested.
 - (5) The Committee Chair or a designee will attend chapter business meetings, reporting on committee activities as necessary.
- iv. Budget
- (1) In addition to the budgets for the annual chapter meeting and the annual institute, the committee is responsible for developing a general budget proposal covering expenses for any additional

- committee activities planned for the next fiscal year.
- (2) The proposal is due to the President one month prior to the annual chapter meeting.
- v. Handbook
 - (1) The committee will review the committee procedures set out in the Chapter Handbook, suggesting modifications to the Handbook Editor and, if necessary, to the Executive Committee.
- vi. Reporting **[revised 4/99]**
 - (1) The committee chair will prepare an annual report summarizing its activities, listing their status and proposing activities for the coming year.
- e. **Relationship to SEAALL Officers, Administrative Positions or Other Committees**
 - i. President
 - (1) Program theme must be coordinated with the President and Local Arrangements Committee.
 - (2) Time slots must be made available for committee meetings, executive committee meetings and business meetings as specified by the President.
 - ii. Executive Committee
 - (1) Budgets for the annual educational program and the annual institute must be approved by the Executive Committee.
 - (2) The Executive Committee must approve any unanticipated expenses.
 - (3) Regular budget reports are made to the Executive Committee.
 - iii. Handbook Editor
 - (1) The committee will provide proposed additions and revisions to the procedures included in this Handbook.
 - iv. Education/Publications Committee
 - (1) The Education/Publications Committee should be alerted to programs suitable for an AALL program proposal. Program ideas not selected for the annual meeting may also be suggested.
 - (2) The committee will provide the Education/Publications Committee with any committee work deemed appropriate for the SEAALL web site. **[added 3/98]**
 - v. Local Arrangements Committee
 - (1) Program theme and activities must be coordinated with Local Arrangements planning.
 - (2) Budget and registration fees are set in conjunction with the activities of the Local Arrangements Committee
 - (3) Programming possibilities are dependent upon the facilities available.
 - (4) Communicate the names of speakers and their av requests.
 - (5) Provide copy for the preliminary and final programs.
 - (6) Provide camera ready copy of speaker biographies.
 - vi. Membership Committee
 - (1) Mentor program activities during the annual meeting must be coordinated with Local Arrangements and Program Committees.
 - vii. Newsletter/Public Relations Committee
 - (1) Information on the meeting is developed for publication in the *Southeastern Law Librarian*
 - (a) Items to be published include announcement of program theme, program titles and speakers.
 - (2) Consult the most recent issue of the *Southeastern Law Librarian* for appropriate copy deadlines.

- (3) Assistance with meeting public relations activities may be provided by the Newsletter/Public Relations Committee.

f. Reimbursement of Committee Expenses

- i. Ordinary Expenses
 - (1) Ordinary expenses incurred in the performance of committee activities will not be reimbursed by the Chapter.
- ii. Budgeted Expenses
 - (1) Reimbursement memos for budgeted items should be submitted to the Treasurer using the official SEAALL Reimbursement memo Form. (see Forms section in SEAALL Handbook)
- iii. Expenses Not Previously Budgeted
 - (1) Should the committee undertake projects which may require reimbursement and which have not been previously budgeted, approval from the President and/or the Executive Committee must be sought prior to undertaking the activity.
 - (2) Requests for reimbursement should be submitted to the President and/or Executive Committee on the official SEAALL Reimbursement memo Form (see Forms section in SEAALL Handbook).
 - (3) Upon approval, President will forward the Reimbursement memo to the Treasurer for payment.

g. Chapter Records

- i. Receive from immediate past chair
 - (1) Committee files for the previous three years
 - (a) Program Committee reports.
 - (b) Minutes of committee meetings and conference calls.
 - (c) Final chapter educational printed programs for the previous five years.
 - (d) Program proposals not presented for the previous year.
 - (2) Copies of any project files for the previous three years.
- ii. Collect during term
 - (1) Items enumerated above.
- iii. Convey to successor/Archives
 - (1) Items enumerated above.
 - (2) Older files and materials are to be sent to SEAALL archives.

h. Calendar of Responsibilities

February/ Upon notification of election results begin gathering possible program and institute topics.

March

Consult with incoming President to assemble committee.

March/ Outgoing and/or Incoming Chair attends Executive Committee meeting.

April

Meet with committee during annual chapter meeting.

Outgoing Chair reports on committee activities at annual chapter meeting. (Report can be delegated.)

Incoming Chair assumes committee responsibility at the end of the annual chapter meeting.

Incoming Chair receives copy of appropriate sections of Chapter Handbook from Handbook Editor

April Chapter fiscal year begins

Southeastern Law Librarian copy due April 30. **[added 3/00]**

**April/
May** Incoming Chair receives files from previous chair within one month of annual chapter meeting but not later than May 15.

Chair receives any special assignments from the President.

**May/
June** Develop program theme in consultation with President and Local Arrangements Chair.

Finalize working list of programs.

Prepare preliminary annual meeting and institute budget in conjunction with President and Local Arrangements Committee. - to be completed by September 1.

July Chapter membership year begins

Meet with Committee prior to Executive Committee meeting

Make program coordinator assignments.

Chair attends Executive Committee meeting during annual AALL meeting.

Chair attends annual chapter business meeting and reports on committee activities. (Attendance and report can be delegated.)

Southeastern Law Librarian copy due July 30. **[added 3/00]**

August Preliminary program slots assigned in conjunction with Local Arrangements committee and President.

Speaker and moderators assigned to programs

Local Arrangements committee submits meeting announcement to "Continuing Education" and "Chapter News" columns of *AALL Spectrum*.

Finalize budget for annual chapter meeting and institute by July 31.

**September/
October** Finalize preliminary program and send to Local Arrangements Committee for printing to meet February 1 mailing deadline.

October *Southeastern Law Librarian* copy due October 30. **[added 3/00]**

November Provide Local Arrangements committee with names of speakers who are authorized for reimbursement.

January Gather speaker bios, audiovisual requirements, copyright releases, travel arrangements for outside speakers.

Prepare final program copy for Local Arrangements committee (if different from preliminary program).

Handbook modifications due to editor two months prior to annual chapter meeting. **[revised 4/99]**

Southeastern Law Librarian copy due January 30. **[added 3/00]**

February/ Chair prepares committee report. Report is due to President one month prior to annual
March chapter meeting.

Receive program attendance counts from Local Arrangements Committee and advise speakers of appropriate number of handouts to provide.

Expense/revenue reports due to the President one month prior to the annual chapter meeting.

Outgoing and Incoming Chairs coordinate and schedule committee meeting during annual chapter meeting.

Incoming Chair receives preliminary list of committee members from incoming President.

April/ Outgoing Chair prepares and delivers files to incoming committee chair and/or SEAALL
May Archives within one month following annual chapter meeting, but no later than May 15.

i. Relevant Chapter Forms [Revised 3/98]

- i. Annual Committee Report
- ii. Reimbursement memo
- iii. Preliminary Program
- iv. Memo to speakers
- v. Memo to program coordinators
- vi. Annual chapter meeting budget & expense report
- vii. Speaker information form
- viii. Institute registration form
- ix. Annual chapter meeting registration form
- x. Program evaluation
- xi. Speaker/Non-Member Expense Report

I.