



AZ ASSE

Executive Board – Position Description

Program Committee / Chairperson

- 1) Service.
 - a) Term is for one year, July 1 to June 30.
 - b) Multiple terms are allowed.
 - c) Chair may establish committee.
 - d) Position is appointed by President.
- 2) Purpose.
 - a) Develop and promote pertinent educational programs.
- 3) Goals.
 - a) Coordinate at least two annual safety seminars for Chapter members, associate members, the Student Section and others in the safety profession. These seminars shall be:
 - i) A 1/2 day seminar, conference or workshop.
 - ii) A full day professional development activity.
 - iii) A multi-day professional development activity.
 - b) Ensure that CEUs are offered for any of the above mentioned seminars to provide members with the opportunity to maintain their professional certifications.

- c) Invite vendors to display/exhibit at a PDC (This will afford the Members with the opportunity to maintain their professional certifications.)
- d) Develop and provide career enhancements by:
 - i) Developing a certification, preparatory or review class.
- e) Hold a minimum of 10 technical programs each year, where the topics are relevant and timely with attendance be taken at each meeting.
- f) Develop action plans to ensure that the average monthly attendance is at least 15% of the total membership or at least 40 members, whichever is smaller, over a one year period.
- g) Work with Vice President to conduct a joint meeting with another ASSE Chapter, Section or Student Section.
- h) Work with Vice President to conduct a joint meeting with another safety, health or environmental organization.
- i) Work with Vice President to conduct a joint professional development event with the Student Section.
- j) Work with Vice President to conduct at least one joint meeting with the Student Section.