The Program Chair is responsible for supervising all of the activities of the Program which are not specifically assigned to the Conference Delivery Committee. The Program Chair acts as the Assistant General Chair. The Program Chair’s duties are mostly completed prior to the Conference. This position is appointed by the General Chair (GC) subject to the approval of the CMG Board of Directors.

The Chairs that report to the Program Chair are:

- Volunteer Coordinator
- Mentor
- Invited Speaker Coordinator
- CMG-T
- Workshops
- Subject Area Chairs

The Program Chair is responsible for recruiting people to Chair the various committees making up the Program Committee.

Time Requirements

1) Prior year (year before you are Chair) 12-16 hours:
   a) Fall
      i) Start lining up Chairs for the various positions that make up the Program Committee.
      ii) Line up a Volunteer Coordinator. The Volunteer Coordinator will be the Program Chair the following year, subject to CMG Board of Directors approval.
      iii) Check with HQ, to see if there are people who have volunteered to work on the Program Committee. Recruit these volunteers for the various sub-committees.
   b) At Conference (year before you are Chair):
      i) Fill any Chair positions that you have not already filled.
      ii) Attend GC’s kick-off meeting.

2) Pre-conference (year you are Chair) 60+ hours:
   a) Attend periodic Conference Committee meetings, mostly via conference calls. Act as chair of these meetings when GC is not in attendance.
   b) Attend any Board Meetings or on-site visits (at CMG expense) required.
   c) Aid in the assignment of papers to the specific Subject Areas.
   d) Work with the Volunteer Coordinator on the assignment of Referees.
   e) Manage the paper selection and Program Scheduling activities at Agenda Scheduling Weekend.
   f) Work with the Volunteer Coordinator on the assignment of ERB members.
   g) Supervise the various Chairs within the Program Committee. Fill in for them as necessary.
h) Coordinate the selection of the Keynote and Invited Speakers.

i) Assist General Chair.

3) At the Conference 12+ hours:
   a) Arrive before the conference at a mutually agreed date and time with the General Chair.
   b) Assist in any Conference set up as necessary.
   c) Participate as one of the test cases used to train the Registration temps.
   d) Scheduled meals with GC.
   e) Attend Opening Session. You must wear Conference Committee shirt!
   f) Conference Committee picture will be taken at a pre-approved time and place.
   g) Attend meetings during the Conference, as requested.
   h) Fill in as Session Chair or Room Monitor as needed.

4) Responsibilities for Program Chair:
   a) Recruit people to fill all Chairs for the Program Committee.
      i) People may repeat from the prior year.
      ii) The General Chair may have opinions.
      iii) It is your responsibility to have all the positions filled, but the General Chair has final approval for all Chairs.
      iv) The Chairs may have volunteers already in mind, so ask the Chair for suggestions. For non-Chair positions, you have final authority for these volunteers.
      v) HQ can search the volunteer database for possible volunteers.
      vi) Supervise the Program Committee's responsibilities during the Conference.
      vii) CMG picks up the room charge for the Program Chair for the entire Conference along with any pre-Conference or post-Conference required attendance.
   b) Participate in the Awards selection process.
      i) Select potential Best Paper candidates for review by GC.
      ii) Select potential Mullen Award presentations and refer to the Mullen Foundation.