



Programs Committee

The core purpose of the **Programs Committee** (hereinafter referred to as “The Committee”) is to create, support, and administer educational meetings and events for the Austin NARI membership.

Programs consists of Builder’s Round Table, General Membership Meetings, and Socials.

Responsibility of The Board Liaison:

- represent The Committee at the monthly Board Meetings
- attend every committee meeting
- summarizes The Committee Report each month to bring awareness to the Board on the progress and needs of The Committee
- brings items to the Board for motion and/or vote
- serves as an adjunct committee member - filling in for tasks and duties as needed

Responsibilities of the Committee Chair:

- set the date, time and location for each committee meeting
- send out reminders for the committee meetings
- request a calendar invite for the committee meetings to be sent by the ED
- record the minutes for each committee meeting via the Committee Report Form:
 - items include roll call, general discussions, action items and/or assigned tasks, items to be approved by the board, etc.
- assigns tasks and action items to each committee member and assigns due dates to the tasks and action items
- uploads the Committee Report to the appropriate drop box file (per direction from ED)
- assists with general committee member duties as well



Responsibility of The Committee Members:

- develops the program and budget for the current year's programs and socials
- creates and develops any special programs such as CEU symposiums, etc.
- seeks out topics that benefit the Membership
- seeks out guest speakers (staying within the proposed budget)
- finds vendor member showrooms to host BRT and Socials
- finds table top sponsors for BRT and GMMs
- promptly relays information to promote the event to the ED and Marketing Committee for social media postings and e-blasts
- seeks out and collects door prizes
- reports on feedback at post event review meeting
- acquires thank you gifts as necessary for guest speakers and writes and mails/delivers a thank you note to the guest speaker on behalf of the Chapter

