



MN Chapter of NIGP Officer, Board & Committee Chair Job Descriptions

Program Committee Chair

Responsibilities:

The Program Committee Chair is responsible for overseeing new program development, and to monitor existing programs. The chair shall initiate and guide program evaluations and facilitate discussions about program opportunities for the chapter.

Term:

Two years.

Job Duties:

The Program Committee Chair shall act as liaison to the board members to any and all sub committees. Duties include:

- Oversee new program development
- Monitor, maintain and assess existing programs
- Initiate and guide any program evaluation
- Provide information about program opportunities for the chapter
- Report out trends of current programming
- Develop and report to Treasurer budgetary needs to support programming
- Track accumulated PIP points in the reporting tool on the MN NIGP website
- Provide a list of point accumulation and balances at Chapter meetings
- Collect self-reported points earned by members, send communication annually to remind members to self-report.
- Obtain and stock merchandise for PIP spending
- Administer PIP raffle opportunities as necessary
- Propose PIP program revisions to the Board
- Lead the Reverse Vendor Fair Committee when applicable