



# Central PA

1653 Lititz Pike #1026  
Lancaster, PA 17601  
215.767.2819

@AIGACentralPA  
[centralpa.aiga.org](http://centralpa.aiga.org)

## Programming Chair

The Programming Chair works with Board to prepare an annual programming schedule that reflects activities consistent with AIGA's national and local mission while meeting the needs of AIGA members. He/she works with board and committee members to identify potential programs/speakers/issues of interest. Each member of the board is expected to assist in the planning of multiple events.

The Chair works with the President to oversee and manage all Chapter programming. A vital role is to identify, appoint and supervise Chairs charged with producing individual activities and events.

### Duties Include:

- Producing an annual Chapter calendar of events, including AIGA National events; working with the Communications Chair ensure the calendar of events on the Chapter website is up to date;
- Identifying and coordinating with a committee and the Board to produce all events;
- Identifying potential themes or topics for programming and maintaining a programming schedule;
- Managing and supporting Board members in all items related to event planning (i.e., securing venues, coordinating event agendas and activities on day(s) of event, securing outside vendors needed for event, obtaining appropriate insurance, etc.);
- Coordinating with the Communications Chair to plan and execute effective PR for each event;
- Coordinating with Sponsorship Chair and Treasurer to make sure sponsors are in place, happy and thanked;
- Establishing and managing appropriate schedules for event materials to be completed and delivered in a timely manner and on budget;
- Working with Board members to generate and submit a final event report
- Supervising and/or filing event summaries for each event; managing an online Binder of event summaries with related material (i.e., samples of mailings, letters written) and notes from each event;
- Submitting programming summaries to the national office (via national website) before the National Leadership Retreat (in June) and posting event descriptions on the dynamic events calendar, located on the AIGA National website.