

Ohio Association for Behavior Analysis

Program Committee Chairperson

Position Description

Term: Two years, serving as co-chair of the committee; renewable without limit

Estimated Time Commitment: approximately 5 hours per month, but up to 20 hours per week immediately prior to and during the annual conference

General Overview:

According to the OHABA Bylaws, the Program Committee coordinates and oversees the planning and implementation of the annual conference, including the management of the conference budget and site selection, selection of the conference program, and on-going operations of the conference, including a final report of these activities to the Board. The committee shall also coordinate and oversee any additional programs this organization wishes to hold.

Specific Responsibilities:

1. Forms and presents a Program Committee to the Board for approval and other sub-committees as are deemed appropriate.
2. Recruits OHABA members and attendees to OHABA's annual conference.
3. Develops and presents a slate of speakers to the Board for approval.
4. Works collaboratively with OHABA's Board and committees in all conference planning activities (e.g., developing the Call for Papers and Conference Program, reviewing submissions, scheduling sessions, determining CEU's, marketing, registration materials, soliciting advertisements).
5. Identifies and assists Student Volunteer Coordinator with recruiting and managing student volunteers.
6. Solicits, reviews, and determines recipients of student research awards.
7. Writes and presents a summary of the Program Committee's activities for the quarterly OHABA Board meetings.
8. Attends quarterly Board Member meetings.
9. Monitors and manages email sent to the Program Committee no less than on a weekly basis.