

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.

General Responsibilities

- Forms and presents a Program Committee to the Board for approval.
- Hold four committee meetings per year and submit meeting minutes to the Board 10 days prior to the quarterly board meeting.
- Prepare Board Report for meetings.
- Attend quarterly Board Member meetings and virtual collaboration meetings.
- Monitor and manage email sent to Program Chairperson no less than on a weekly basis.
- Contribute to, facilitate, or lead a minimum of one OHABA CEU event per year
- Present modifications to the current provided committee budget within the first quarter of the fiscal year for that position or within one month of a specific event.
- Will review and make recommendations for updates to the strategic plan on a quarterly basis.

Specific Responsibilities:

- Recruits OHABA members and attendees to OHABA's annual conference.
- Develops and presents a slate of speakers to the Board for approval.
- 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).
- Identifies and assists Student Volunteer Coordinator with recruiting and managing student volunteers.
- Solicits, reviews, and determines recipients of student research awards.