

**Northeast Pediatric Cardiology Nurses Association
P.O. Box 261 Brookline, MA 02446**

Role and Responsibilities of the Program Committee Chairpersons

ROLE

The Program Committee Chairpersons are responsible for the coordination and implementation of continuing education programs for NPCNA. The Program Committee Chairpersons will hold membership on the Board of Directors.

RESPONSIBILITY

1. The Primary responsibility of this office is the development, coordination, execution, and evaluation of continued education programs for NPCNA.
2. Coordinates all aspects of program planning and execution working closely with the NPCNA Secretary, **NEWSLETTER** Editor and the Hospital Liaison Chairperson.
3. Provide a forum for the expert and novice speakers to present and share their clinical expertise.
4. Mentors novice speakers and serves as a resource person for committee members
5. Facilitate communication among pediatric cardiovascular nurses by providing forums for networking.
6. Schedule and conducts Program Planning meetings for the Annual Program
7. Designates committee members for site evaluators and speaker liaisons.
8. Prepares the program budget with the NPCNA Treasurer for review and approval by the BOD.
9. Provides the Secretary with the information required to design the preliminary and final program flyers. Ensures the distribution of the program flyer at least 3 months before the program.
10. Provides the Newsletter editor with the information for the Annual Program Flyer and the biannual Program committee updates.
11. Submits the hotel/conference center contract to the President for approval and signature.
12. Reviews and collates post conference evaluations.
13. Presents a post conference report and final budget to the committee and BOD.
14. Prepares an Annual report on the activities of the Program Committee for the Annual Conference.

Guidelines: See attached

Revised January 2004: JD, JE, DM, MLM