

WALC Program Chair Information

Program Chair is an appointed member of the WALC Board – could be 1 or 2 people or 1 person working with Board

Responsibilities

1. Attend Board Meetings
2. Coordinate speakers & sites for quarterly meetings (January, May, September, November)
3. Coordinate material needed for CERPs

Quarterly meetings

- With help from Board & WALC members, find speakers and places for meetings
- Find site contact – get info for website
- Appoint person to take RSVPs for event
- Post on website at least 45 days ahead of program
- Send web-based info on program to IBCLE at least 30 days before event (required for CERPs)
- Communicate needs with speaker (or delegate this to speaker contact)
- On meeting date, help site contact as needed
- Make Evaluation and CERP attendance form specific to meeting (template provided)
- Make sure forms for attendance are available and used (template provided)
- Handout evaluations, collect evaluations, provide Attendance Certificate
- Summarize evaluations and email Summary to Board
- Send attendance info to Membership Chair – she can easily alphabetize attendees and email back the alphabetical list needed for CERPs
- Maintain records for CERPs for 6 years

Information to give site contact

- Space for up to 20 - 40 people if possible
- Need space for 7:30 AM Board Meeting nearby (except when we have Board mtg at night)
- Request hotel info if we have night Board meeting
- Continental breakfast for 20 to 25: coffee, tea, juice, and goodies (bagels, donuts, yogurt, fruit...) Arranged by site contact. WALC pays for this but site contact provides
- Lunch – Site person arranges for lunch. We charge people \$7 and WALC pays any difference. Try to keep cost as low as possible.... Suggest it will be for about 20 – give contact the # of RSVPs 3 days before event – need a little flexibility in lunch count because we always have drop-ins
- Let site contact know of AV needs as soon as possible

Information to give to speaker (or delegate to speaker contact)

- Need from speaker:
 - Disclosure and Conflict of Interest forms
 - Curriculum Vitae (CV)
 - Objectives & session overview
 - Bibliography
 - AV needs – Provide this information to site contact

- Speaker has 120 minutes, should arrive by 9:30 AM
- We have small stipend available - \$200

Presentation Day

- Assign person to introduce speaker
- Have attendance sheets out
- Distribute evaluations
- Collect evaluations and provide Certificate of Attendance

CERPS – FYI

This is the information needed for CERPs – we have all of this on a check list

1. At least 30 days prior to event – must submit to IBLCE one copy of the print or web-based promotional materials
2. Within 30 days of event, CERP Coordinator must submit to IBCLE one copy of final print or web-based promotional materials and a typed attendance roster
3. Maintain for 6 years this material for each event:
 - Speaker Disclosure and Conflict of Interest Forms
 - Bibliography
 - Speaker CV
 - Evaluation Tool
 - Evaluation Summary
 - Attendance Certificate
 - Brochure or Web-based Promotional materials
 - Attendance Roster and record