

**Position Title:** Program Committee Chair**Position Impact**

The Program Committee Chair leads the Program Committee, which directs the educational component of the Inn. This committee is composed primarily of members who are not officers.

**Position Responsibilities**

- Devise a general groundwork for the year's programs in advance (before the first meeting in the fall) with the approval of the executive committee
- Select program topics and assign them to the pupillage teams
- Supervise and consult with the pupillage teams as necessary while they develop the details of their programs
- Submit programs with a completed Program Submission Form to the national office by the deadline

**Qualifications**

The person in this position must maintain an active status with the Inn throughout his or her term.

**Commitment Required**

The term of this position is two years, commencing on July 1 following the elections.

**Training**

- Meet with the outgoing Program Committee Chair to review the current standing of the program committee and the pupillage teams
- Review the Inn's most recent self-evaluation to determine previous successes or challenges encountered in the position.
- Review the resources available in the Program Library available at the national office

**Responsible To/Responsible For**

- Reports to the Executive Committee
- Works with the Counselor to oversee the operation of the pupillage teams

## Volunteer Agreement

**Position:** Program Committee Chair

**Term:** July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

I, \_\_\_\_\_, agree to serve as a volunteer for the \_\_\_\_\_ American Inn of Court. I have read and understand the position description for the position for which I am volunteering, and I agree to fulfill the responsibilities of that position for the specified term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date