



PROGRAM COMMITTEE CHAIR

ROLES AND RESPONSIBILITIES

The term for a Program Committee Chair is four (4) years with no option to serve a consecutive term in the same capacity.

Roles include:

- a. Planning, organizing, overseeing, and evaluating the AAA Annual Meeting program
- b. Voting member of the Board of Directors, Executive and Finance Committees
- c. Liaison member of the Scientific Affairs Committee, Educational Affairs Committee, Professional Development Committee

QUALIFICATIONS

Same criteria as Directors, plus:

- a. Maintaining active, extramurally funded research program and name recognition in the chosen area of research
- b. General knowledge of more than one anatomical sciences sub-discipline; interdisciplinary interests and extensive network of research contacts are preferred
- c. Active in AAA affairs, as indicated, for example, by previous elected office, service on committees, and attendance at EB meetings. Prior participation in the Annual Meeting as a member of the Program Committee or as a session organizer is of particular importance
- d. Ability & willingness to think creatively about the Annual Meeting program and format
- e. Ability to work extensively with staff and Program Committee via phone, e-mail, and face-to-face meetings to develop and oversee the Annual Meeting program

TIME COMMITMENT

Program Chairs typically spend approximately two hours per week on AAA communications and business.

Program Chairs must attend board meetings (two each year - one in the fall and one in the spring immediately preceding the Annual Meeting); participate in conference calls and the annual meeting, and two one-day Program Committee meetings, May/June and December/January.