

Program Committee Overview and Responsibilities

Organization

The chair of the Program Committee is the Vice-Chair of the Board of Directors. The Program Committee Chair is the voice of the committee and reports to the Board Chair. All other committee members are appointed by the President. The President retains the authority to remove committee members if it is deemed that they are not fulfilling their committee responsibilities.

Requirements

- CICA Membership (or a CICA domicile or association partner)
- Agreement to respect the confidentiality of information relating to CICA activities acquired in the course of service, except when authorized to disclose such information. This includes completion of a confidentiality and non-disclosure agreement.
- It is highly desirable that members of the Program Committee have attended a past CICA International Conference and additional industry conferences in order to bring relevant perspectives to the review and selection of educational sessions.

Time Commitment

Members are required to attend 5-6 conference call planning meetings from August to April each year. Additional time will be spent reviewing and scoring session proposals and stewarding 2-3 of the selected sessions through the completion of the conference.

Responsibilities

The Program Committee is charged with the review and selection of session topics and the execution of the educational program for CICA's International Conference held annually in March.

- Provide feedback on session schedule, format, and keynote speaker selection
- Review and objectively score education session proposals (historically there are 35-40 annually)
- Help to promote in a positive manner the CICA International Conference and individual sessions through appropriate channels (i.e. LinkedIn, Twitter, word-of-mouth, etc.)
- Act as session coordinator for 2-3 education sessions to include:
 - Communicating key deadlines to the session submitter and acting as a resource to panelists
 - Keeping the staff liaison apprised of any issues
 - Reviewing the final PowerPoint presentation to assure content is appropriate and non-promotional
 - Attending the session at the conference, including presenting the introductions
- Review the conference survey results and share feedback on the process or conference session improvement post-conference by email and/or via final conference call, if applicable