

## **Responsibilities of the Program Chair**

*The following section has been taken from the PLTE Bylaws:*

**Section V.B: Program Chair or Two Program Co-Chairs:** The Officers will determine whether there is need for one or two Program Chairs. In practice, two Program Co-Chairs shall be the norm. The Program Chair or Two Co-chairs:

- coordinate the Annual Session (See a separate non-Bylaws document prepared by the Program Chair(s) on the procedures for coordinating the Annual Session)
- solicit the participation of members to engage in necessary tasks or projects, for example, as Program Committee members, proposal reviewers, to assist at the Annual Session, etc.
- participate in the nomination and appointment of members of the Executive Committee
- bring issues to the attention of the Officers, the Executive Committee, and the membership
- participate in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- may request that the Chair call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PLTE governance
- participate in determining when issues need to go before a vote of the general membership
- will develop goals as needed and present these to the Officers and Executive Committee for approval
- may propose amendments to or revisions of the Bylaws