

**Program Committee
Charter Description
Alabama Division, SAF**

Established Date:

1 August 2007

Objective:

The Objective of the Program committee shall be to plan and execute the annual meeting for the Alabama Division of the Society of American Foresters.

Organization:

The committee shall consist of a chair and at least one other member. All members shall be Division members in good standing. Terms of office shall be one year. The member(s) shall be selected by the committee chair, with at least one member from the chapter hosting the annual meeting. Members may serve additional terms.

Terms of office shall not run annually, but shall run from the first executive committee meeting following each annual meeting to the conclusion of next year's annual meeting. At the first executive committee meeting following each annual meeting, the Division Chair shall submit at least one name to the Executive Committee for nomination as the subsequent committee chair.

Activities:

This committee shall:

1. Secure a venue for each annual meeting;
2. Secure vendors, sponsors, and exhibitors for each annual meeting;
3. Plan a program that will provide continuing education for the membership;
4. Secure speakers on relevant topics;
5. Coordinate and emcee the program;
6. Ensure that speakers and events are limited to the time allowed; and
7. Conduct other activities as needed to ensure an entertaining and informative program.
8. Establish a Local Arrangements sub-committee and others as needed

Duration:

Special committee

Amendments:

This charter may be amended by majority vote of the executive committee.

Date Approved: 10 June 2008

Dates Amended: 18 August 2011