



VOLUNTEER POSITION DESCRIPTION: Program Chair

POSITION TIME FRAME: May 15, 2009 – Graduation

DESCRIPTION OF RESPONSIBILITIES:

- Serve as a member of the Board of Directors and the Executive Committee.
- Act as Chair of the Planning Committee.
- Mandatory attendance at Orientation Session and Graduation, recommended attendance at all other sessions.
- Attendance at July 24th Planning Session from 11:00 – 3:00pm at BCBSNC in Chapel Hill, NC.
- Provide welcome message at all attending sessions.
- Assist Program Manager as able.
- Attend all Committee conference calls and provide necessary guidance.
- Assist during session with speaker introductions, handouts, and other various session-related tasks.
- Responsible for the cost of hotel and travel associated with each session.
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IMPORTANT DATES:

JULY 24, 2009 – PROGRAM PLANNING SESSION, BCBSNC HEADQUARTERS, CHAPEL HILL

OCTOBER 12-14, 2009 – ORIENTATION, BOONE

NOVEMBER 4-6, 2009 – GOVERNMENT SESSION, RALEIGH

DECEMBER 2-4, 2009 – EDUCATION SESSION, PINEHURST

FEBRUARY 3-5, 2010 – HEALTH & HUMAN SERVICES SESSION, CHARLOTTE

MARCH 3-5, 2010 – ECONOMIC DEVELOPMENT SESSION, ELIZABETH CITY

APRIL 7-9, 2010 – ENVIRONMENT SESSION, ASHEVILLE

MAY 13-14, 2010 – ANNUAL MEETING AND GRADUATION, TBD

EXPECTATIONS OF VOLUNTEER:

- Program Chair is expected to fulfill all volunteer obligations and assignments to the best of his or her ability.
- Program Chair will be mindful and respectful of LNC Staff time, obligations and resources.
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VOLUNTEER SHOULD EXPECT OF LNC STAFF:

- LNC Staff will deliver and review a clear and concise position description with the volunteer upon volunteer's acceptance of assignment.
- LNC Staff will provide timely and informative LNC communication concerning tasks, important dates and session materials.
- LNC Staff will include Program Chair in all Committee, Board and Class communication.
- LNC Staff will be mindful and respectful of the volunteer's time, obligations and resources.
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