

New England Chapter of the Wildlife Society

Program Committee

Chair: President-Elect

Members:

The Program Committee arranges the program for the Annual Meeting (held in April) and other Chapter-sponsored professional development workshops, with at least one held in the fall each year. The Program Committee is responsible for the following:

- Identify topics for professional development workshops and the Annual Meeting
- Identify and reserve the facility for the meetings and workshops
- Develop the meeting/workshop agenda and recruit speakers
- Request from speakers a brief bio, handouts and powerpoint presentations. Ask about placing their presentations on Chapter website following the workshop
- Develop a workshop budget that includes speaker fees, refreshments, registration fee
- Create and distribute workshop announcement and registration materials via the website, listserv, email, and other avenues. Include TWS continuing education credits
- Organize workshop/meeting refreshments by either buying what is needed or using a caterer. The Chapter has a refreshment cart that includes cups, napkins, cups, plates, coffee, and tea, one coffee maker, and other related supplies. The cart is kept at the Hadley office of the USFWS and should be checked for quantities before the workshop. Make arrangements for someone to bring the cart to the meeting
- Arrange for at least three Program Committee members or other volunteers to arrive an hour before the workshop registration begins to make coffee, set-up refreshments, and arrange the room. At least one member of the Membership Committee should be there to sign in registrants
- Bring the following to the workshop: registration list, membership list, name tags and pens, registration receipts, TWS credit certificates, agendas, and other related information
- Workshop follow-up: return refreshment cart to Hadley office; send thank-yous to speakers; place workshop materials on the Chapter website