

PROGRAMMING CHAIR(S)

The roles of the programming chair have been created based on the primary needs of fundraising, educational, and social activities. This position is vital for the campus chapter to function efficiently and productively.

Responsibilities:

- Be aware of and manage all the steps and checkpoints required for all activities.
 - Managing includes understanding the breakdown of each project into responsibilities and matching these responsibilities with the appropriate leaders.
- Assess the completion of each checkpoint
 - If a deadline is missed, find a way to complete the task as soon as possible
- Assist any leader in achieving their task on time.
- Must keep an eye on the quarterly and yearly schedule and bring into attention any events that are approaching.