

USGBC Central Texas – Balcones Chapter Programs Committee

The **Programs Committee** comprises of two co-chairs (one in Austin and one in San Antonio) and an agreed number of committee members (ideally a minimum of three in each center). The Programs Committee overall role is to develop and deliver programs and events designed to attract new participants, retain existing members and meet the diverse needs of the CT-B Chapter. The Committee works with the Board and the Executive Director to develop and execute programs in line with the Chapter's overall strategic plan.

The Committee is responsible for:

- Creating an annual programs event schedule
- Providing a list of sponsorship opportunities to the Development Committee for them to pursue on the Program Committees behalf
- Working with the Development Committee to identify potential sponsors to cover the cost of the programs and ensure sponsors receive the acknowledgement they have been promised, including obtaining logos, company/organization information and arranging facilities at the event.
- Preparing the text and arranging for posting of the schedule on the Chapter website through the Communications Committee
- Arranging for distribution of program announcements at least three weeks prior to each event, using the event announcement protocol provided by the Communications Committee
- Coordinating programs with the Membership Committee in order to expand and retain Chapter membership
- Working with the Education Committee to coordinate education offerings

Types of programs include:

- Educational events such as Lunch-n-Learns, and half-day workshops
- Lecture series
- Providing speakers and jointly participating in programs presented by related associations and groups
- Participating in expos and other industry/trade shows
- Member orientation events and Annual Meeting
- Member luncheons
- Green networking mixers

Role of Board Liaison is to serve as the conduit between the Committee and the Chapter Board, and to help inform, report, and provide oversight and guidance to the Committee on an as needed basis.

Role of Executive Director is to guide, provide overall direction, and support the decisions and actions of the Committee in executing the plan as well as to help coordinate events that support the Committee's/Chapter's continuing efforts.

Role of the Committee Chair is to oversee the Committee's activities, find and retain Committee members, work with the Board Liaison on status reporting procedures and work with the Executive Director on plan development and implementation.

Requirements: As per the Chapter Bylaws, the Committee Chair must be a Chapter Member in good standing. Committee members may come from the Chapter membership but are not required to do so.

Term: The Committee Chairs are encouraged to commit to a minimum term of 18 months to two years.

Tools provided:

- Approved Sponsorship packages for use when approaching program sponsors
- Technical support – WebEx access, Constant Contact database and event registration service
- Template Acknowledgement/Tax Deduction letters
- Event check-list
- General USGBC and Chapter information documents.

Contact: programs@usgbc-centraltexas.org