

Program of Work Committee

Purpose

To develop a program of work to promote business education in the region through an effective long-range planning program and to monitor progress on the program of work. The program of work should be articulated with the NBEA program of work and may include, but is not limited to, the following categories: administration, membership, public relations, long-range planning, nominations, awards, bylaws, publications, annual convention, affiliated state conventions, and research.

Membership of the Committee

The committee shall consist of the president, president-elect, treasurer, and at least three other members of the Administrative Board. The president and president-elect shall serve as co-chair

Duties of the Committee

The committee shall:

1. Review the president-elect's program of work.
2. Monitor the completion of the activities identified in the current program of work.
3. Review the structure, functions, and operations of the Association and, when necessary, make recommendations for improvement.
4. Receive suggestions from the Administrative Board relative to structure, functions, and operations needing study and/or improvement.
5. Complete other tasks as directed by the president or Administrative Board.

Duties of the Chair

The chairman shall:

1. Monitor the work of the committee to see that it progresses satisfactorily.
2. Develop a draft copy of the program of work. (This is to be done by the president-elect for discussion at the fall meeting and adoption at the spring meeting for the next fiscal year)
3. Submit written/electronic reports to the Administrative Board and at the business meeting as directed by the president.
4. Prepare a newsletter article detailing activities of the committee as directed in the program of work.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.