***SOP: Program*** and Education Committee

1. **Title:** Program and Education Committee
2. **Term of Office:** The Program and Education Committee will be appointed by the President-Elect and will serve, a term of one to three years, beginning January 1st and ending December 31st.
3. **Composition of the Committee:**
   1. The President shall be the chair of the Committee, or appoint an alternate chair.
   2. The President-Elect will appoint a Program Chair for each event planned for his/her year as President. These Program Chairs will be Committee members.
      1. The President-Elect will retain the option of self appointment to be the coordinator for one or more event.
   3. The AALAS Learning Library Coordinator shall be a committee member.
   4. Additional committee members may be appointed by the President as needed.
   5. There will be, at a minimum, two Committee members.
   6. Committee members will be encouraged to serve a term of three years with at least one new committee member being appointed each year.
4. **Duties:**
   1. There will typically be a spring and fall meeting each year. For these meetings the committee will:
      1. Propose a date and venue to the board.
      2. Make all necessary arrangements for catering and content.
      3. Propose attendance fees to the board that reflect the overall cost of conducting the meeting.
      4. Request that the secretary distribute notification and registration forms to the branch.
      5. The meeting coordinator or alternate designee will communicate with speakers and other contributors prior to the meeting and serve as moderator for the meeting.
      6. The Committee chair shall formally thank speakers and others who contributed to a meeting by e-mail or letter.
      7. Provide a meeting report to be published in the next newsletter.
   2. There may be social events as determined by the board such as a summer or winter holiday party. The committee will plan and conduct these events, or designate other branch member(s) to do so.
      1. Every effort should be made to make these events accessible to as many branch members as possible.
      2. The activities conducted during social events should foster positive interactions between members from different institutions.
   3. Encourage branch member recognition during Tech. Week.
      1. Advertise Tech. Week in the branch newsletter.
      2. Facilitate recognition through gifts or activities for branch members.
      3. Ask for a report from each institution about their Tech. Week activities and publish this in the branch newsletter.
   4. Encourage continuing education of branch members.
      1. Contribute educational material to the branch newsletter.
      2. The AALAS Learning Library coordinator will administer and promote use of the AALAS Learning Library.
      3. Make recommendations for educational policies and programs to the board.
5. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on October 1st, 2009**