

MASA Program Committee

Type of Committee:	MASA Standing Committee
Goal:	To establish the format for the MASA/MOSPRA Spring Conference; to secure presenters for the conference; and to make recommendations to the MASA Executive Committee regarding the location and dates for the conference.
Committee Make-up	One MASA Member from each MASA District and Representatives from MOSPRA.
Charge of the Committee:	<ol style="list-style-type: none">1. Review previous MASA Spring Conference evaluations.2. Establish the Spring Conference format.3. Make recommendations for speakers and workshops.4. Solicit recommendations from MASA district members on MASA Spring Conference program.5. Survey conference attendees.6. Encourage MASA members to attend spring conference at district meetings.7. Review hotel proposals for future meetings and make recommendations to MASA Executive Committee.
Tasks:	<ol style="list-style-type: none">1. Schedule meetings of committee to discuss program.2. Seek input from colleagues on conference program.3. Promote conference to colleagues.4. Develop recommendations for MASA Executive Committee.
Level of Authority:	Committee reports to MASA Executive Committee
Boundaries:	Committee recommendations are confined to MASA Spring Conference.
Timeframe:	MASA Spring Conference program must be finalized by December 1 prior to the conference.
Resources:	MASA Executive Director.
Meeting Framework:	Meeting dates and times will be established by the committee. Meeting attendance by telephone will be provided as an option if a committee member is unable to attend in person.
Decision Making Process:	Decisions will be made through consensus of those members who are present.
Communications:	Information from the committee meetings will be shared during district meetings and distributed to the membership as needed.
Agenda Development:	Meeting agendas will be developed by the Committee Chair with the assistance of the MASA Executive Director.
Facilitation of Meetings:	The Committee Chair will facilitate meetings.
Maintaining Records:	Minutes of each meeting will be prepared by the MASA Executive Director and distributed to all members.