

PROGRAM CHAIR/PRESIDENT ELECT DUTIES

Responsibilities & Timelines

- Develop Call for papers: 11-1- 20XX (previous year), *have ready by SMA of previous year (e.g., chair of 2021 had it ready by SMA 2020).*
 - Conference Name
 - Conference Theme
 - Timeline (Usually June 30th)
 - Journal Special Issues or workshops
 - Track chairs
 - Ideal 2 for at least consumer behavior & social media tracks (30+ submissions)
 - Special session chairs & panels
 - Doctoral consortium leaders.
 - The new people should be coming in with a 3-year commitment & commitment of money (\$2500 desired)
 - 1st year shadow/support current DC chairs
 - 2nd year run it alone
 - 3rd year train/share insights with next year's DC chairs
 - They are responsible for developing the program for the DC for 2 days.
 - Also responsible for the Meet the Editor's session that is a general session
 - Happens on Thursday after lunch
 - Try not to schedule anything else during this time.
 - Best paper in conference person
 - Doctoral dissertation person
- Visit location for 2 nights in Spring of conference year with Executive Director
- Work with Executive Director to develop menu August/September of conference
- Great Easy Chair program
 - Add all track chairs (Early Feb.)
 - Add a few "superchairs" in case you need help: suggest President, Executive director.
- Communicate with Track Chairs starting from time Easy Chair opens (Early Feb.)
 - All responsibilities
 - Timelines
 - Share formatted email communications
 - Share processes for uploading content to share with members
- Work with Director of Electronic Communication to keep website & social media up to date (on going)
- Develop program for conference:
 - Shoot for first week in October of conference year
 - Get all sponsorship information from Executive Director
 - Create cover & back page to be appealing
 - At a glance
 - Create program in app

- Order Plaques for winners (ideal less than \$50 each)
 - Beginning of October for all track chair winners
 - For any outgoing EC members
 - Post conference winners of the different competitions that are decided on site
- Create & Print certificates for Best papers in track & take to conference
- Develop Name Tags (make sure you have what you need at conference)
 - Front end look & feel to be consistent with program.
 - Work with Director of Electronic Communications for backend CSV.
- Develop Spring workshops. Shoot for 2-3. Try for a balance of teaching and research.
 - Spring workshops by end of year if possible
 - Conference workshops if offered out with Call for papers
- Be part of BoG (year-round and attend at conference meeting)