



Program Chair Role and Responsibilities

Midyear Clinical Meeting & Exhibition

What is the role of the Program Chair?

The Program Chair serves as a vital and important link between ASHP staff and the membership. The role of the Chair is to assist the ASHP Educational Services staff in planning, organizing, coordinating, and monitoring education programs at the Midyear Clinical Meeting and to develop programs that will address the educational needs of ASHP members. The Program Chair is responsible to the ASHP Educational Services Division.

Responsibilities include:

- Under the direction of ASHP, the Program Chair will plan the educational sessions.
- Is the content expert and consultant to ASHP staff on the session topic to answer technical questions?
- Serves as a resource to staff and helps prepare the presentation schedule for the education sessions.
- Incorporates active learning strategies into the educational session format.
- Recruits speakers for the session and explains the requirements for participation.
- Coordinates program content with session speakers to assure there is a logical flow of program content and avoids duplication of information.
- Reviews all slide sets for the session and follows ASHP's instructions for slide development/upload.
- Serves as the liaison between the session speakers and ASHP to ensure that ASHP receives all educational materials, forms, etc. by the deadline dates.
- Serves as the session moderator (usually).
- Provides detailed feedback and comments to ASHP about the session after the meeting.