

Program Committee

Member Jobs

Strategic Program Development Subcommittee

- **Milestone Scheduler**
 - Create, update and maintain a schedule of milestones for disseminating information for meetings and the Coalition website, newsletter, and meeting invitation. Send updated information to Event / Conference Invitation Manager. Maintain PERT chart or other document to track the timeliness of work by committee members.
- **Meeting Venues Liaison**
 - Arrange for rotating venues in the region for meetings to take place in DC, MD and VA. Interact with members and Alliances to develop interesting sites for programs. Works with other committees to supply maps, parking information and other venue information.
- **Special Programs Coordinator**
 - Identify special programs which will enhance member benefits and help select Chairs for Ad Hoc committees necessary for those programs, such as: Productive Partnering; Bio IT Opportunities Sessions; Tech Transfer Group; Trade Missions, Annual Conference; and Awards Dinner.

Monthly Luncheon Meeting Development Subcommittee

- **Speakers and Content Manager**
 - Identify and invite speaker(s). Discuss and determine program content and title with speakers. Collect speaker bios and address information to add to Coalition database. Provide meeting information to calendar /schedule maintenance managers. Greet speakers and introduce them to members and guests. Write and send thank you letters to speakers.
- **Agenda and Handouts Manager**
 - Create agenda and handouts containing speaker bios and meeting program.
- **Webcast Arranger**
 - Works with GMU and others to arrange the facilities for Webcast and with Marketing for dissemination of information to members and others.
- **Member Presentations Manager**
 - Help plan and implement a short (10 minute) member presentation to be given at each monthly luncheon.

- **Meeting Logistics and Completion Manager**
 - Feedback - coordinate with all other committees, to provide essentials such as catering, photography, speaker gifts, etc. Prepare summary of meeting and photos to send to Communications/Information Management Committee. Welcome and intake of attendees. Prepare name badges. Provide information about first time attendees to database maintenance personnel.

Grants Subcommittee

- **Grants Researcher**
 - Research appropriate grants.
- **Grant Applications Manager**
 - Manage grant applications schedule (which grants we are now applying for and dissemination of information).
- **Grants Deliverables Team**
 - Monitor the progress of deliverables committed to in awarded grants.