

## Program Chair Role and Responsibilities

### *Midyear Clinical Meeting & Exhibition*

#### **What is the Role of the Program Chair?**

The Program Chair serves as a vital link between ASHP staff and the membership. Working under the direction of the ASHP National Meetings Education staff, the Chair collaborates in planning, organizing, coordinating, and monitoring educational programs at the Midyear Clinical Meeting.

The Program Chair helps ensure that each session meets ASHP's educational standards and addresses the professional development needs of attendees. The Chair is accountable to the ASHP National Meetings Education Division and works closely with assigned ASHP staff throughout the entire planning process.

#### **Responsibilities Include:**

- **Plan the educational session** in collaboration with ASHP staff, ensuring content aligns with meeting goals and educational standards.
- **Serve as a content expert and liaison** to ASHP staff for session-related questions, including session needs and technical accuracy.
- **Support the presentation schedule** by confirming all session details and faculty participation.
- **Incorporate active learning strategies** into the session design to promote audience engagement.
- **Recruit potential faculty** and communicate participation expectations clearly.
- **Coordinate program content** with session faculty to ensure a logical flow, continuity of material, and consistent depth of information.
- **Review all slides and materials** for accuracy and adherence to ASHP's instructions for slide development and upload.
- **Monitor deadlines, complete session tasks**, and confirm all session materials are submitted on time.
- **Serve as the onsite session moderator** (or designate one if unavailable). This includes session introduction at the start and moderation of the audience interaction platforms for the session Question-and-Answer segment.
- **Provide feedback** to ASHP staff on the session development and delivery process after the meeting.