



Job Description – Program Committee Awards Sub Chairperson

Reporting to: Program Committee Chairperson
Working with: Program Committee Security Practitioner Liaison, Program Committee Law Enforcement Liaison, Website Committee Newsletter Rep. Education Committee Scholarship rep
Term: January – December

Job Function:

The main job function of the Program Committee Awards Sub Chairperson is to coordinate with and assist the Program Committee Law Enforcement Liaison and Security Practitioner Liaison in their roles and responsibilities. The Program Committee Awards Sub Chairperson will report event statuses directly to the Program Committee Chairperson.

Job Responsibilities:

- Report committee activities to the Program Committee Chairperson
- Report post event cost analysis to Program Committee Chairperson
- Organize and Chair Program Committee Awards meetings
- Regularly communicate with the Program Committee Law Enforcement Liaison, Security Practitioner Liaison and Education Committee Scholarship Rep to ensure awards and recipients are on schedule with the proposed events
- Review financial elements of proposed venues and events
- Attend meetings with Program Committee
- Report post event cost analysis to the Program Committee Chair
- Regularly communicate with the Website Committee Communications Rep, so accurate attendance can be reported to the venue rep, in accordance with the venue's deadline for attendance reporting
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Communicate with the Website Committee Newsletter Rep so appropriate event statuses (attendance / sponsorship) availability is reported to the membership.
- Report any financial requests to the Program Committee Chair for approval
- Submit approved financial records to the Program Committee Chair for processing by the Treasurer

Created: December 2007
Revised: