

## Program Chairman

1. Responsibilities of the Program Chairman
  - A. The Program Chairman is responsible for planning fun and interesting activities for all chapter events.
  
- II. Duties of the Program chairman
  - A. Plan and arrange a program for each of the four chapter meetings throughout the year.
    1. Call contact person for program making certain that they will be there at the meeting. Confirm the date, time, and location of the meeting.
    2. Program should be free of charge due to the fact that the chapter has no budget.
  
- III. Other duties of the Program Chairman
  - A. Work with other officers and chairman to promote troops as needed to achieve 100% camp promotion.
  - B. Work with the Banquet Chairman to plan the chapter banquet.
  - C. Complete any other jobs assigned to you by the Chapter Chief.