



AMERICAN
COLLEGE
HEALTH
ASSOCIATION

Responsibilities and Expectations for Section Program Planners and Planners-elect

Section Program Planner Job Responsibilities

Each section determines the exact responsibilities of the Program Planner. The section Program Planner serves as a member of the [ACHA Annual Program Planning Committee](#) and will work cooperatively with other members of the committee to review and select programs for ACHA's Annual Meeting.

Program planners are expected to have institutional support that allows them to participate in committee meetings and trainings throughout the year and attend both the Program Planning Committee meeting in November and the ACHA Annual Meeting in May/June. The heaviest workload period is between September and November.

At a minimum, duties include:

1. Attend all program planning meetings/trainings, including the final planning meeting, which takes place in early November at the site of the upcoming meeting. *(All travel expenses related to the fall meeting are paid by ACHA.)*
2. Work with other members of your Practice Area Group (Administration, Clinical Services, Health Promotion and Mental Health) to review submissions that come in via the public Call for Programs.
3. Using the rubric provided, rank sessions of interest to your section members based on results of your section needs assessment, "practice gap" survey results, and General Meeting and session evaluations data.
4. Include additional members from your section in the review process, particularly the planner-elect, past planner, chair and chair-elect, as well as others who might assist in reviewing/selecting programs from the database.
5. Each Practice Area Group has a specific number of programs (based on membership and meeting attendance data). This number includes any Hot Topics sessions and solicited programs your Practice Area Group chooses to have.
6. If you choose to solicit a speaker, you will also need to:
 - a. Coordinate completion of Program Submission Form if not already submitted.
 - b. Be sure submissions are identified as solicited programs from your section.
 - c. Negotiate speaker fees for those solicited speaker(s) who are eligible for ACHA funding (ACHA staff can assist you with this).

7. Work with other members of your Practice Area Group to prioritize the top programs, which includes any/all solicited programs and hot topics. All selections should reflect needs identified by members and address a clearly identified practice gap.
8. Schedule the selected programs into time slots on or before the deadline given by the national office. Be sure to note if a speaker needs a designated time slot and/or day.
9. Additional suggestions to ease the transition each year:
 - a. Keep all documents related to the program planning process. (i.e., timeline, correspondence with section, solicited speakers).
 - b. Share documents with the planner-elect and section officers(s) (as specified by section) at the end of your term.

Section Program Planner-Elect Job Responsibilities

Each section determines the exact responsibilities of the program planner-elect. Interested candidates are expected to have institutional support that allows them to participate in committee meetings and trainings throughout the year and attend the ACHA Annual Meeting in May/June. The heaviest workload period is between September and November.

1. Assist the program planner as needed/assigned.
2. Assume the section program planner responsibilities if the program planner is absent or vacates the position.
3. Review and provide feedback on program submissions (as advised by planner).
4. Attend all virtual program planning meetings/trainings, if available.
5. Work with PPC chair-elect on poster review and selection.
6. Suggestions for responsibilities of the Program Planner-Elect:
 - a. Active participation in reviewing and selecting programs.
 - b. Assist with the scheduling of programs into time slots.
 - c. Coordinate abstract review.
7. Review session evaluations in preparation for planning for the meeting next year.
8. Work collaboratively with section chair and chair-elect and/or committee on needs assessment.

Questions?

Email Education@acha.org