

**SOUTH DAKOTA ORGANIZATION OF NURSE EXECUTIVES (SDONE)
JOB DESCRIPTION
PROGRAM CO-CHAIR**

Qualifications:

Program Committee Co-Chairpersons shall be elected from the SDONE membership. The term served shall be a two-year term, rotating on even years for West River and odd years for East River. In addition, the Co-Chairs may be asked to remain on the committee for one year following this two-year term as a past chairperson. The Program Co-Chairpersons shall be members of the Board and shall attend all Board meetings.

Goal:

Plan the educational programs for the year including the Fall Convention.

Duties and Responsibilities:

1. May be appointed to represent SDONE on the SDAHO Education and Public Information Committee, attend meetings and participate in the planning of the convention.
2. Planning for the Fall Convention
 - a. The Fall Convention is geared toward the coordination and combination of several affiliated organizations of SDAHO, including SDONE.
 - b. The majority of presentations/seminars are geared towards the intermingling of all disciplines. Each organization may take part in any of SDAHO's or the other affiliates programs.
 - c. The following is a brief summary of steps to be taken:
 1. Attend the planning meeting with SDAHO staff and other affiliated organization program chairperson. Time, date, and agenda are set by the SDAHO staff, usually in the Spring.
 2. After the SDAHO program has been set, arrange the speakers, seminars, etc., for SDONE's time frames. Final approval of speaker and expenses is given by the SDONE Board prior to the annual meeting. May assist with arranging speaker accommodations.
 3. Meeting room reservations are set up by the SDAHO staff. Notify SDAHO office of the approximate number of correct accommodations.
 4. Meet all program information deadlines for SDAHO/SDONE Annual Convention.
3. Planning for additional educational programs.

Reviewed: September 1989
 January 2002

Revised: March 1992
 February 1993
 September 1994

September 1996
July 1997
April 2000
June 2003
July 2009
September 2012