

## Programs Committee (PC)

### A. Introduction

1. **Charge** - The Orange County Branch Programs Committee will hold a minimum of ten (10) lunch/dinner program with a speaker a year .
2. **Goals**
  - Work with Institutes and Committees on inviting prospective speakers for lunch/dinner meetings
  - Coordinate with venue on attendance.
  - Host at least one (1) panel discussion each year.
  - Provide a variety of civil engineering topics that can appeal to different segments of ASCE Orange County

### B. Membership

1. **Committee Makeup** - The committee will be led by a chair who preferably has experience with planning lunch and/or dinner programs with a speaker. Opportunity to have non engineers like event planners as part of this committee.
2. **Leadership and Organization** - The committee is led by a chair who work oversees the activities of the subcommittees
3. **Committee Appointments** - The president of the Orange County Branch appoints the chair typically based on recommendations by members of the committee each year.

### C. Subcommittees

1. An ASCE OC Student Night/History & Heritage Dinner (November) subcommittee should be formed (4) months in advance of the event.
2. An ASCE OC Awards Night Dinner (February) subcommittee should be formed (4) months in advance of the event.
3. An ASCE OC Golf Tournament (June) subcommittee should be formed five (5) months in advance of the event.

### D. Procedures

1. The Committee shall function in accordance with the Orange County Branch Constitution and Bylaws, and the current edition of Roberts Rules of Order - Newly Revised.
2. All proposed ASCE OC Branch programs need to be presented to the Board at least four (4) months in advance.
3. Ample notice (2-3 months) will be provided to members for each programs event. "Save-The-Date" notices will be advertised on ASCE OC website and through Eventbrite/CreateSend, or other means of online

advertisement. A brief bio and photo of speaker(s) should be requested to include in advertisements.

4. An updated list of programs for ASCE OC Branch and sub-groups shall be maintained on a regular basis to ensure accurate events details before and after the programs event. A monthly conference call shall be schedule to share and request event information for ASCE OC Branch and sub-groups.
  5. High-quality flyers and/or electronic advertisements will be used to attract members to social events. All relevant information regarding venue/date/details shall be indicated.
  6. Contact scheduled speakers two (2) weeks in advance to provide them with information (directions, map, venue details, etc.) and to offer any assistance with their presentation (if any).
  7. Introduce speaker(s) bios at programs events.
  8. Provide an ASCE-themed item or other item to the speaker(s) as a thank you.
- E. Budget** - The Board will establish a budget for at least ten (10) events per year, pending sufficient funds are available. Reimbursements for program events will be approved by the Programs Chair and Branch President (or his/her designee). The funds will be reimbursed in accordance with the Orange County Branch's reimbursement policy.
- F. Calendar**
- October - Third Thursday lunch
  - November - History & Heritage/Student Fellowship Night dinner
  - December - Holiday mixer event with social committee
  - January - Third Thursday lunch
  - February - Awards dinner
  - March - Third Thursday lunch
  - April - Third Thursday lunch
  - May - Joint meeting with APWA
  - June - Golf Tournament
  - July - Third Thursday lunch
  - August - Third Thursday lunch
  - September - Third Thursday lunch