



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Programming Committee

The Programming Committee schedules A/P brown bag dialogue sessions, A/P Council sponsored socials, organizes A/P Council involvement in the Homecoming parade, and organizes the Children's Holiday Party alongside the Civil Service Council.

Program Committee Responsibilities

Chairperson Duty	Time Commitment
Convenes planning meetings	1 - 2 hours
Member of the Holiday Party Committee (includes planning meetings and attending the party)	8 - 12 hours
Schedules Brown Bags (schedule space, catering, speaker)	1.5 hours
Attends programs and events	5 -7 hours
Works with committee to provide ongoing programming opportunities for Council discussion	Ongoing

Committee Membership

Member Duty	Time Commitment
Attends programs and events	5 -7 hours
Schedules Socials (1-2 per month)	1 hour
Schedules Brown Bags (schedule space, catering, speaker)	1.5 hours
Member of the Holiday Party Committee (includes planning meetings and attending the party)	8 - 12 hours