**SPEAKER CHAIRPERSON**

 The Speaker Chairperson of the Association, as appointed by the President, shall:

* Be responsible to and serve on the Executive Committee of the Association
* Appoint a Speaker Committee of two but not more than four members
* Be responsible, with the Program Committee Chairperson, for developing programs to include subject matter, presentation schedules, identifying speakers, making presentation arrangements, and introducing speakers to the Association membership.
* Obtain approval of the Executive Board for any expenses related to speakers
* Work directly with speakers to ensure that all speaker requirements are made prior to the presentation
* Obtain Executive Committee ratification on all decisions, actions, and functions, as proposed by or taken by the Speaker Committee
* Coordinate the Speaker Dinner associated with the Annual Forum
* Perform all other duties relative to the position.