

MDMLG Program Committee

Goals and Objectives: 2019-2020

**Charge**:

The Program Committee is charged with performing the following functions:

* Complete the planning and implementation of the program portion of the General Membership meetings including the luncheon arrangements if necessary.
* The Committee will consist of Regular or Institutional members including the President-Elect who will serve as Chairperson. Members serve for one year.

**Committee Members**:

Bethany Figg, Chair

Juliet Mullenmeister,

Katherine Akers

**Goals and Objectives**:

* To select the dates and sites for three 2019-2020 general program meetings and the Summer Luncheon.
* To plan and present program topics of practical and professional interest to the MDMLG membership with an intent to increase membership.
* To collaborate with the MDMLG Professional Development Committee to combine some meetings and provide members with the ability to participate in business meetings and attend Professional Development opportunities in one day to reduce the hardship of those who cannot leave their office to attend two separate events.
* To arrange and complete all necessary details with the host site and communicate this information to all members via the listserv, website, and/or newsletter.
* To conduct the program portion of each meeting professionally and efficiently.
* To provide for evaluation of each meeting, including analysis of results.