Program and Planning Committee

# The Program and Planning Committee shall:

1. Develop a comprehensive and ongoing program for the BIG NIH Chapter, addressing areas of concern to the BIG NIH Chapter members and other NIH employees.
2. Plan workshops, seminars and arrange for guest speakers at meetings.
3. Develop programs based on fulfilling BIG NIH Chapter objectives and areas critical to the well being of Black government employees. All programs pursued by this committee must be approved by the Executive Committee and General membership and certified feasible by the Finance Committee.
4. Prepare a written quarterly report of BIG NIH Chapter activities and accomplishments to the Regional Council and the National Organization.
5. Maintain a calendar of events of BIG Activities at the National and Regional level and serve as the coordinating component between the BIG NIH Chapter’s on-going activities and those at the National and Regional level.
6. Convey all information on activities to the Executive Committee and General membership in a timely manner.
7. Plan, develop, and coordinate the Installation Ceremony for newly-elected BIG NIH Chapter officers which is held at the January General Meeting.