



Job Description: Assistant Program Chair

April 10, 2024

The Tire Society
301 Concourse Blvd, Suite 210
Glen Allen, VA 23059

www.tiresociety.org

Phone: 785-865-9403, Email: tst.ks@kwglobal.com

Who:

- Tire Society Member
 - Ideally a previous Session Chair
- Appointed by: Executive Committee
- Reports to: Conference Committee Chair
- Length of Term: 1-3 years as Assistant Program Chair followed by 1 year as Program Chair

Mission:

Bring new ideas and energy to the Conference Committee. Produce compelling Tire Society conferences, providing value to all members and conference participants, with high quality presentations and sufficient papers to support the Journal of Tire Science and Technology. Develop ways of advancing the Conference and improving its value to attendees. Ensure that planning activities include conferences beyond the current year.

Responsibilities:

- Observe the Program Chair and Conference Committee activities, learning what works and what doesn't.
- At least one year in advance of the year in which you will be Program Chair, work with appropriate parties to:
 - Select a conference theme,
 - Select a conference date,
 - Select a location,
 - Present these to Executive Committee for approval.
- Assist the Program Chair with conference organization.
- Assist in the selection of abstracts and notification of presenters.
- Assist in generating the conference schedule and abstract book.
- Seek guidance from Program Chair and Conference Committee Chair as needed.

During the Conference:

- Attend the pre-conference dinner.
- Run A/V computer system and clock, assisting presenters as needed.
- Ensure that presentations are uploaded to the presentation computer.
- Ensure that conference schedule is maintained.
- Assist the Program Chair as needed.
- Answer questions for presenters and ensure that their experience is a positive one.