



Job Description: Program Chair

April 10, 2024

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

www.tiresociety.org

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Who:

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

Mission:

Lead current year's conference, bringing new ideas and energy. Produce a compelling Tire Society conference, 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.

Responsibilities:

- Seek guidance from Conference Committee Chair and Executive Committee as needed.
- For the year assigned, lead the conference as the primary organizer:
 - At least one year before the conference:
 - Identify a conference theme and present to Executive Committee for approval.
 - Present conference dates and location to Executive Committee for approval.
 - At least 6 months before the conference:
 - Prepare a conference budget and present to Executive Committee for approval.
 - Recruit Invited speakers (Keynote, Plenary, Banquet).
 - Manage conference timeline and report key deadlines.
 - Manage the budget and seek authorization for additional expenditures if needed.
 - Manage the Call for Papers, selection of abstracts, and notification of presenters.
 - Act as the primary point of communication with presenters.
 - Generate conference schedule and update as needed.
 - Generate abstract book in time for publication.
 - Generate conference background slides, with schedule and sponsor info.
 - Assist Site Selection Liaison as needed on contracts, conference setup, AV, and meals.
 - Assist Meeting Manager with site and sponsor exhibit layouts.
 - Assist Marketing Committee as needed on conference publicity.

During the Conference:

- Coordinate and attend the pre-conference dinner; brief Session Chairs on what to expect.
- Ensure that pre-conference setup is completed smoothly.
- Ensure that conference schedule is maintained.
- Ensure conference A/V functions smoothly and that presentations are uploaded.
 - Ideally, Assistant Program Chairs will run the A/V and clock.
- Answer questions for presenters and ensure that their experience is a positive one.