



AN ABAI CHAPTER AFFILIATE

## Program Committee Charter

### Purpose

The Program Committee is a standing committee of the Texas Association for Behavior Analysis (TxABA) whose purpose is to develop and organize (on its own or via sub-committees) the programs and services offered by the organization for each fiscal year. The Program Committee will submit their annual plan of services to the Executive Council for review and approval by June 30 each year. A non-exhaustive list of specific responsibilities are outlined below. This committee shall have other responsibilities as deemed necessary by the TxABA Executive Council.

### Committee Membership

The Program Committee shall have a minimum of three (3), and no more than nine (9), committee members. Unless otherwise stated, committee members shall serve 3-year terms starting May 1 and ending April 30.

Both At-Large representatives and the Rural representative will be selected from among the TxABA membership. When each position is available, the Executive Director will put out a call for nominations to TxABA members. Any TxABA member may nominate a qualified individual (including themselves) for these positions. The Executive Director will send the list of nominees to the Executive Council, which will appoint a member from among the list of qualified nominees.

Below are the current committee member roles:

- Executive Director: The TxABA Executive Director shall serve as an advisor to this committee (non-voting), except in cases of a tied vote, in which case the Executive Director may cast a vote to break the tie. They will provide administrative support and recommendations based on their knowledge of the organization's operations.
- Chair: The chair shall be an existing TxABA Executive Council member. This individual will be appointed by the Executive Council by majority vote each year. Any voting member of the Executive Council may serve in this role.

- **ACE Coordinator:** The TxABA BACB ACE coordinator shall be a voting member of the Program Committee. As the ACE coordinator is appointed by the Executive Council, this individual will remain a permanent member of the program committee until the individual serving as ACE coordinator changes. At that time, the new ACE coordinator shall subsume the responsibilities of this position.
- **Equity, Diversity, and Inclusivity for Everyone (EDIE) Committee Representative:** A member of the EDIE committee shall serve as a voting member of the Program Committee. The EDIE representative will be appointed by the EDIE committee annually.
- **At-Large Representative (PhD):** Selected from the general membership of the organization. Must have a PhD or equivalent degree. Must have a minimum of 1 year of behavior analytic experience post degree.
- **At-Large Representative (Masters):** Selected from the general membership of the organization. Must have a masters or equivalent degree. Must have a minimum of 3 years of behavior analytic experience post degree.
- **At-Large Representative (BCaBA):** Selected from the general membership of the organization. Must have certification as a BCaBA at the time of appointment.
- **At-Large Representative (RBT):** Selected from the general membership of the organization. Must have certification as an RBT at the time of appointment.
- **Rural Representative (Masters or PhD):** This individual must live and work in more rural areas of the state of Texas. What constitutes “rural” maybe determined by the Executive Council at the time of appointment.

## Activities, Duties, and Responsibilities

Acting with the Executive Director, the Program Committee is charged to:

- Aggregate, review, and streamline annual service offerings and send final plan to the Executive Council.
  - Will receive the annual service offerings from other TxABA Committees and conduct a review of the annual plan of offerings
- As necessary, develop other programs or services that complement annual service offerings
- Develop and recommend to the Executive Council policies and procedures governing the programs and services to be offered by TxABA to members and the public.
- Provide guidance and consultation to Executive Council in setting priorities for programs and services.
- Provide guidance to Executive Council in establishing policies and guidelines in setting the fees to be charged for programs and services offered by TxABA.
- Provide guidance to Executive Council in establishing policies and guidelines for fees for outside presenters and providers of services offered by TxABA.



- As necessary, establish sub-committees to plan and organize specific programs and services approved by the Executive Council. Sub-committee members may be appointed by the Program Committee via majority vote.
- Ensure that TxABA:
  - Has in place a program evaluation process that measures outcomes of each program and service
  - Regularly uses the evaluation data to inform and continuously improve TxABA programs and services
  - Uses evaluation data to educate our membership and the community regarding the work and effectiveness of TxABA and its programs
  - The programs and services offered by TxABA align with its mission and most recent strategic plan.

## Sub-Committees

The Program Committee may establish sub-committees as necessary which will be charged with planning and organizing specific programs and services approved by the Executive Council. Except for the Annual Conference sub-committee, members of these sub-committees may be appointed by the Program Committee without approval by the Executive Council.

The Program Committee shall have two standing sub-committees:

- Annual Conference Sub-Committee
- Expanding Programs Sub-Committee

### Annual Conference Sub-Committee

The Annual Conference Sub-Committee will be made up of Track Coordinators appointed by the TxABA Executive Council. Each Track Coordinator shall be tasked with planning at least one conference track at the Annual Conference. The Track Coordinators may also be members of the Program Committee.

The Annual Conference sub-committee shall have the following responsibilities:

- Organizing conference tracks at the annual conference
- Recommending policies, procedures, and changes to the annual conference (e.g., adding a track, adding policies for presenters, changing honorarium amounts, etc.). Said changes will be reviewed by the full Program Committee and approved by the Executive Council.



## Expanding Programs Sub-Committee

The Expanding Programs shall be comprised of a minimum of two (2) members. These members may be existing Program Committee members, or other individuals deemed qualified by the Program Committee. Any sub-committee members not already on the Program Committee may be appointed to a sub-committee by majority vote of the Program Committee.

The Expanding Programs sub-committee shall have the following responsibilities:

- Develop professional development opportunities that extend beyond the TxABA annual conference

