

Section Program Planner Job Responsibilities

October 2025

All section Program Planners serve as appointed members of the ACHA Annual Program Planning Committee (PPC) and will work cooperatively with other members of the committee to review, select, and solicit programs for ACHA's Annual Meeting. Prior to the year they will plan the meeting, incoming planners will spend a year assisting the current planner.

All Program Planners are expected to have institutional support that allows them to participate in committee meetings and trainings throughout the year. The heaviest workload is between September and November.

General Criteria for All Section Program Planners (*current and incoming*)

- Are currently an [ACHA individual member](#) and commit to maintain membership for the duration of their term.
- Have been employed in a college health setting for a minimum of two years.
- Have attended at least one ACHA Annual Meeting.
- Possess the credentials appropriate to their specific discipline and are knowledgeable about the work being done by section members.
- Are active participants in section meetings or on section committees/work groups.
- Provide a letter of support from college/university administration to fulfill commitments and serve the length of their term on the Program Planning Committee ([Letter of Support template](#)).
- Agree to adhere to the [ACHA Ethics Guidelines and Code of Conduct](#).
- Actively participate in PPC business and administrative tasks as needed.

Current Section Program Planner Responsibilities

- Identify the educational needs of your section members through review and analysis of section needs assessments, "practice gap" survey results, and past meeting evaluation data, plus other potential sources such as NCHA reports, peer-reviewed literature, new national laws or guidelines, etc.
- Work with other members of your Practice Area Group (Administration, Clinical Services, Health Promotion and Mental Health) to review submissions that come in via the public Call for Programs.
- Using the rubric provided, indicate sessions of interest to your section members based on the previously identified learner needs.
- Work with additional members from your section in reviewing/selecting programs from the Call for Programs site (ACHA staff does a public Call for Reviewers and will coordinate the reviewers' assignments).
- If you choose to solicit a speaker, you will also need to:
 - Coordinate the completion of Program Submission Form if needed.
 - Be sure submissions are identified as solicited programs from your section.
 - Negotiate speaker fees for those solicited speaker(s) who are eligible for ACHA funding (*ACHA staff can assist you with this*).
- Work with other members of your Practice Area Group to prioritize the top programs, which includes any/all solicited programs and hot topics. All selections should reflect needs identified by members and address a clearly identified practice gap.
- Schedule the selected programs into time slots on or before the deadline given by the national office. Be sure to note if a speaker needs a designated time slot and/or day.
- Additional suggestions to ease the transition between current and incoming planner:
 - Include the incoming planner as much as possible, as they are in training for the role.
 - Keep all documents related to the program planning process. (i.e., timeline, correspondence with section members and solicited speakers).
 - Share documents with the incoming planner and section officers(s) (as specified by section) at the end of your term.

Meeting commitments:

- Attend the Program Planning Committee virtual meetings/trainings held monthly between July and November. *(Typically, meetings are 1 hour in length.)*
- Attend the ACHA Program Planning Committee Meeting held at the site of the upcoming meeting in early November of each year *(Meeting is a day and a half with travel on each end; expenses are covered by ACHA).*
- Attend the ACHA Annual Meeting *(not mandatory; at your own/your institution's expense).*
- Attend section meetings, as coordinated by your section chair.

Term length of membership:

Section Program Planners shall agree to serve a term of two-three years, with one year as the incoming planner, followed by either one or two years as the Program Planner, as determined by their section. Historically, those who have served as Program Planner for two years often report that the second year is beneficial in many ways, both professionally and personally.

Two-year term example:

- Jane Doe is appointed in spring 2026 to be the incoming Program Planner and will shadow the current Program Planner for one year.
- Following the 2027 meeting, Jane will become the current Program Planner and will plan the 2028 meeting.

Three-year term example:

- Jane Doe is appointed in spring 2026 to be the incoming Program Planner and will shadow the current Program Planner for one year.
- Following the 2027 meeting, Jane will become the current Program Planner and will plan both the 2028 and 2029 meetings.

Incoming Section Program Planner Job Responsibilities

- Assist the current program planner as needed/assigned.
- Assume the section program planner responsibilities if the current program planner is absent or vacates the position.
- Review and provide feedback on program submissions (as advised by current planner).
- Attend all virtual program planning meetings/trainings, if available.
- Work with the incoming PPC Chair on poster review and selection.
- Each section determines the exact responsibilities of the incoming program planner, which may include:
 - Monitor ACHA Connect, NCHA reports, and peer-reviewed literature to identify needs in the field.
 - Actively participate in reviewing and selecting programs.
 - Assist with scheduling programs into time slots.
- Review session evaluations in preparation for planning for the meeting next year.
- Work collaboratively with section chair and chair-elect and/or committee on needs assessment survey.

Meeting commitments:

- Attend the Program Planning Committee virtual meetings/trainings held monthly between July and November.
- Attend the ACHA Program Planning Committee Meeting held at the site of the upcoming meeting in early November of each year *(not mandatory; at your own/your institution's expense)*
- Attend the ACHA Annual Meeting *(not mandatory; at your own/your institution's expense).*
- Attend section meetings, as coordinated by your section chair.

Term length of membership:

The incoming planner serves a one-year term. See the example above regarding terms for current planners.