2027 Program Committee Guidelines

The SEMC Program Committee is a diverse group of dedicated museum and industry professionals who represent varying career levels, disciplines, and Southern regions. The Committee is responsible for reviewing annual conference session proposals, assisting with the organization of the programmatic offerings, and acting as session shepherds. Each year, they are led by the SEMC Program Administrator and a Program Committee Co-Chair, who acts as a liaison between SEMC leadership and the Committee.

Core Commitments

Volunteer Committee members must be able to actively participate in the following core commitments:

* Participate in virtual team reviews and discussions over several weeks in February 2027. Meetings will last approximately 1-2 hours.

* Attend the March 11, 2027, Mid-Year Meeting. (In-person strongly recommended to enhance your meeting experience; however virtual attendance is also possible.)

* Attend the full October 4–6, 2027, Annual Meeting in person.

* Shepherd at least two conference sessions during the Annual Meeting. Shepherding assignments will be made in April 2027.

* Maintain communication and meet agreed-upon deadlines set throughout the year.

SEMC Program Committee participation requires a commitment of time, input, and potential travel costs, including the cost of the annual meeting registration. However, the rewards are immense. Members work alongside a diverse group of professionals, meet industry peers from across the Southeastern region, and become an essential part of the Annual Meeting Planning Team.

PC MEMBER CRITERIA

-Members must work at a museum, library/archive, university/college, or museum partner organization, or serve as a museum consultant or industry partner.
-Members must work or live in a state within the SEMC region.
-Members must be current individual, institutional, or corporate SEMC members throughout their term.
-Members must be comfortable utilizing digital resources (proposals and reviews will be completed through the online Pheedloop platform).

PC WORKLOAD

-Members will commit to attending both the Mid-Year Meeting (in-person strongly recommended) and the fall Annual Meeting (in-person ONLY) in their entirety.
-The PC will be grouped into teams and will be responsible for reviewing and scoring a set selection of session proposals in various tracks including Education, Curatorial, Exhibitions, Inclusion, Leadership, Marketing/Development/HR/Operations, Collections Management, Visitor Services, etc.
-Each team will self-appoint a leader. Team leaders will be asked to meet with the PC Co-Chairs before the reviews begin. The meeting is expected the week of February 8.
-Each team will be instructed to meet as a group at least once (virtually) before the March 11 Mid-Year Meeting to discuss their assessments/reviews.
-Each team will be responsible for presenting their top/bottom-scoring session proposals during the March 11 Mid-Year Meeting.
-Individual PC members will be asked to commit to shepherding at least two sessions during the fall Annual Meeting. Shepherd assignments will be made once the preliminary program is set (April 2027). Once assignments are set, PC members are expected to be in regular communication with session participants from April through the Annual Meeting. See **Shepherding Duties** for requirements.
-**Members will serve one-year terms**; after one year, members must re-apply for the subsequent year. Reapplication decisions will be based on the member's PC activity level and commitment, professional history, and current region. **Members will not exceed three consecutive years on the committee**.
-PC members will be asked to perform additional duties throughout the year as a part of their PC commitment.
-Members must keep the Program Administrator informed of any changes in their ability to attend/perform duties at the Mid-Year or Annual Meeting.