



2025 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.

Volunteer Committee members must be able to actively participate in the review and critique of session proposals (virtually) and attend the 2025 mid-year meeting. In-person attendance at the mid-year meeting is recommended to enhance your meeting experience, however, virtual attendance is also possible. Committee members should also be able to commit to in-person attendance at the fall annual meeting to fulfill committee duties which include shepherding at least two sessions at SEMC2025. Although participation requires a substantial commitment of time, energy, and potential travel costs (including the cost of the annual meeting registration), 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 SEMC family.

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 or virtually) and the fall conference (in-person ONLY) in their entirety.
- The PC will be grouped into teams to review a pre-set number of session proposals.
- Each team will self-appoint a leader.

- Each team will be instructed to meet as a group at least once before the March mid-year meeting to discuss their assessments/reviews.
- Each team will be responsible for presenting their ranking and scoring of the session proposals during the March 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 (sometime in April).
- 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.