

JOB DESCRIPTION – PROGRAM CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as Program Chair or designates responsibilities to vice chair, including compiling list of ideas for next season's programs, determining topics with Board, reserving meeting locations, scheduling date/time with program presenter, conveying meeting dates and information to Board of Directors, introducing program presenter at meeting, submitting reports to Garden Club President, writing thank you notes to presenters, and with prior authorization for purchase, submitting receipts for purchases to Treasurer.

SPECIFIC RESPONSIBILITIES

BASIC DUTIES

- Compiles a list of ideas for next summer's programs by August
- Reviews ideas for programs with Board at August Board meeting for next summer's programs
- Requests reservation of facility from facility representative for each meeting/program in September of the prior year, requests that event be listed on their calendar, and reconfirms dates in May
- Schedules dates/times with program presenter and reconfirms dates in May
- Notifies Media Chair of dates by March 15th for inclusion in monthly email update, adding dates to Garden Club website and Facebook pages, and posting event flyers
- Notifies Social Chair by March 15th
- Introduces program presenters at meetings
- Provides reimbursement for transportation or other costs, as necessary

ADMINISTRATIVE DUTIES

- Writes Thank You Notes to presenter after programs
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits monthly (May through September) reports to Garden Club President