

JOB DESCRIPTION – PROGRAM CHAIR



SPECIFIC RESPONSIBILITIES

BASIC DUTIES

- Compiles a list of ideas for next summer's programs by August
- Reviews ideas for programs with Vice President for next summer's programs
- In coordination with Vice President, 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
- 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 Board