

Operations Worksheet 28 - Program Chairman
(Revised March 2013)

The Program Chairman is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. At each Executive Committee meeting, the Program Chairman announces the speakers for the next two luncheon meetings. The sequence of the Program Chairman's responsibilities is:

1. Be familiar with those parts of the "Council and Chapters Policies and Procedures Guide" that pertain to chapter meetings.
2. Select prospective speakers for each Chapter luncheon meeting at least three months in advance, if feasible, and determine their willingness and availability. (Chapter luncheon meetings are normally held the third Friday of each month at Banquet Masters, beginning with a social hour at 11:00 a.m.)
3. Confirm each invitation in writing (email is OK) and request a biography and the title of the presentation (see attached sample letter).
4. Submit an article about the upcoming speaker, including a bio if possible, to the Newsletter Editor within the editor's publication deadline for the issue before the meeting.
5. Coordinate with the President to ensure that the usual gift to the guest speaker, is on hand and available for award to the guest speaker following the presentation. If a very special speaker warrants a Certificate of Appreciation, plaque, or other memento, this must be planned to include the wording well in advance to ensure timely presentation.
6. One week before the meeting.
 - a. Confirm that the speaker is still available, and ascertain any special requirements, such as a projector or display table. As a reminder, recommend that the speaker be sent page 12 of the monthly newsletter after it has been published which shows the speaker's photo, bio, plus the time, name and address of the venue.
 - b. If appropriate, obtain the speaker's preference about the entree.
 - c. Obtain the President's desires concerning the size of the head table.
 - d. Forward all of this information to the Reservations Chairman.
7. At the meeting:
 - a. Welcome the speaker, buy a drink if appropriate, and introduce the speaker to the President and others. (The Treasurer will reimburse the Program Chairman for drink(s) later and will pay for the speaker's lunch.
 - b. With approval of the President, assign seating at the head table using place cards, and inform the Hospitality Committee Chairman of the assignments.
 - c. Announce the speaker for the following meeting, and provide any additional information that would encourage members and guests to attend.
 - d. Introduce the speaker for the presentation.
8. After the meeting.
 - a. Submit an article to the Newsletter Editor about the speaker's presentation.
 - b. Send the speaker a letter or note of appreciation.