

Program Committee Responsibilities

1. Maintain a list of potential programs/speakers. Gather data from all sources.
2. At the October and/or November Board of Director's meetings, present a list of seven to nine programs for discussion. The Board selects five programs that the Program Chair shall contact and attempt to schedule for the following year. The remaining programs that were presented are prioritized as backup programs. The Board will determine which three programs will be utilized for Feb., March, and May.
3. The Program Chair selects which programs he/she will contact in an attempt to schedule them for the three Membership meetings requiring a program (Feb., March, and May). In late spring or early summer, the Program Chair will schedule the remaining two programs for Oct. and Nov. closer to the actual meeting dates. This will minimize presenters from forgetting programs that they have committed to for Oct. and Nov.
4. Contact individuals to verify availability and schedule the dates. Some schedule changes may be required based on speaker availability
5. Determine fees charged by program presenters to determine if the aggregate costs will be within the Program Committee's Budget.
6. Confirm schedule dates and times with each program presenter. Record contact information (phone numbers and/or email addresses) of presenters. Confirm seating and equipment requirements (tables, chairs, etc.).
7. Present summary of scheduled programs to Board of Directors at the December board meeting for the first group and at the June or Sept. Board meeting for the second group. Provide information for each program for use in promoting the programs in the published minutes, on the website, and copies of the Home Town News and meeting emails that are sent to Members.
8. Contact the individual program presenter two to three weeks prior to their scheduled meeting date. Obtain any information to be used in their introduction at their presentation.
9. At the Board of Director's meeting prior to a membership meeting with a speaker, request a check from the Association Treasurer for the presenter (if required).
10. Send a written thank you note (or email) to the presenter after the program.
11. Store, transport and setup the associations sound system and projection equipment for MERA events. The systems should not be permitted for use other than MERA events.