

NETMGA POSITION DESCRIPTION

Program Chairman

Updated 3/09/2019

Position Overview: Arranges programs for the bi-monthly General Membership meetings with input and approval from the Board of Directors. Programs may involve a speaker on a topic of interest to the membership, workshops, or field trips. Directs the program portion of the membership meetings.

Qualifications:

- Member in good standing with NETMGA
- Strong organizational skills
- Strong leadership skills
- Strong verbal and written communication skills

Responsibilities/duties:

- Solicit a committee to share in decisions and responsibilities and delegate tasks
- Determine dates of membership meetings with Board
- Reserve meeting locations
- Provide budget proposal for programs/door prizes to Board of Directors for the upcoming year
- Arrange for speakers and/or field trips for each general membership meeting
- Provide program information to the Communications lead, Newsletter Editor, and Website and Facebook Administrators in a timely manner for publication
- Oversee set up and take down of the furniture/equipment before and after the meeting (Provide tables for speakers and their equipment and for door prizes)
- Serve as host to the speaker: Introduce the speaker, using a bio sheet if available; arrange for any audio/visual equipment needed by the speakers, coordinated with the Extension Office; arrange to provide any handouts as necessary

- Coordinate with Hospitality chair for refreshment table needs
- Procure door prizes for the meeting and provide a method for awarding door prizes (Raffle tickets, trivia quizzes, etc.)
- One to two weeks prior to meeting:
 - Confirm the meeting site is reserved, confirm speaker is ready, ask about equipment needs and handouts
 - Send a reminder e-mail announcement to the membership via the Communications Lead
- Provide sign in sheet for each meeting to the Secretary for Association records
- Greet members as they arrive or arrange for someone to be a greeter
- Submit receipts/letter of request to Treasurer for payment/reimbursement of program expenses, including speaker payments and door prizes

Time Commitment: Varies with type of meeting, could be up to 12 hours per meeting