

NETMGA POSITION DESCRIPTION

Program Chairman

Updated 3/2/2025

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
- Ability to purchase and transport bulky supplies
- Be willing to invest extra time on meeting days for setting up and clean up
- Strong verbal and written communication skills

Responsibilities/duties:

Program Chairman will solicit a committee to

- Share decisions and responsibilities and delegate tasks;
- Will also 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
- Determine dates of membership meetings with Board
- Reserve meeting locations
- Serve as host to the speaker: Introduce the speaker, using a bio sheet if available
- Time commitment: Varies according to program and needs
- Coordinate with all Program Committee Leads

Program Committee Leads will establish a committee to assist with the meeting responsibilities. The responsibilities will include, but not limited to:

- **Hospitality –**
 - Work with to determine number of registrations of participants from the Communications Chairman,
 - Work with the treasurer to collect payment and reconcile money with the Treasurer
 - Obtain final list of participants to determine number attending event
 - Solicit assistance with hospitality as needed to register participants, collect payment, and greet members as they arrive and arrange for assistance as needed.

- Send a reminder e-mail announcement to the membership via the Communications Lead. Provide a sign-in sheet for each meeting to the Secretary of the Master Board's records.
- Assist with setting up and cleaning up for all Master Gardener meetings and dinners.
- **Food/Refreshments –**
 - Purchase and transport bulky refreshment supplies
 - Be willing to invest extra time on meeting days for set up and clean up
 - Establish a committee to help carry out functions such as - Coordinate the serving of refreshments or meals at NETMGA functions, including set up, clean up and purchasing of supplies for any food related NETMGA event
 - Check supply inventory monthly
 - Purchase and maintain adequate inventory of supplies for all MG Meetings and other functions on request (Supplies are secured in a cabinet at the RRRAC – Ron Ramsey Regional Agricultural Center
 - Assist with setting up and cleaning up for all Master Gardener meetings and dinner
 - Submit receipts to the Treasurer for reimbursement.
- **Decorations and Door Prizes –**
 - Work with the committee to determine decorations and door prizes for each event
 - Procure door prizes for the meeting and provide a method for awarding door prizes (Raffle tickets, trivia quizzes, etc.)
 - Assist with setting up and cleaning up for all Master Gardener meetings and dinners
- **Audiovisual –**
 - Arrange for any audio/visual equipment needed by the speakers, coordinate with the Extension Office
 - Arrange to provide any handouts as necessary
 - Ability to set up and address any technical issues that may arise to assist the presenter at Master Gardener Membership Meetings.
 - Assist with setting up and cleaning up for all Master Gardener meetings and dinners

All Program Committee members are to 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