

## GCWC Program Chair – Job Description

- Gather member suggestions for future programs throughout the year (Treasurer captures during membership renewal).
- Maintain a list of potential speakers for future programs.
- Receive dates of the next year's programs from President.
- Convene program committee via 2-hour zoom in the fall (September/October) to plan programs for the following year.
- Reach agreement on preferred speakers and coordinate schedule of speakers for the following year.
- Provide confirmed list of programs and speakers to President, Secretaries, and Treasurer for publication on website. Program Committee Coordinators provide a title and brief description of a program to the Treasurer for website and registration form.
- Maintain a list of agreed upon back-up speakers (local) that can be tapped in the event a speaker backs out.
- Oversee program coordinators and outline process for contacting and confirming future program speakers. (see below)
- Serve as contact person for program coordinators if their speaker is no longer available to present their program.
- Ensure all program coordinators are prepared and connecting with their speakers in advance of agreed upon program date (see below for timing).

### Program Coordinator role:

#### After September /October program planning committee meeting -

- Contact your assigned potential speaker and inquire of their interest and availability to serve as a presenter for GCWC. If potential speaker is interested, confirm that they can commit to the date identified in the meeting. (If date doesn't work, but speaker is interested, contact program chair to see about switching speaker dates).
- If all is a go, confirm speaker availability and date with president and program chair.
  - Speakers present for 45 minutes + 15 minutes for Q&A
  - Honorarium of \$300 is for speaker

**2-3 months prior to your program date** – obtain speaker bio, photo, and brief synopsis of their presentation. Provide this information to the Secretaries (Jennifer Reed and Julie Sandberg) for the evite. Use this information to draft your introductory remarks for the meeting.

#### At least 1 month prior to your program date -

*Our Speakers will generally be presenting at the BASE Community Center.*

*Determine any equipment needs for presentation (laptop, or other needs)*

- *BASE has a screen & projection capability*
- *It is ideal if the presenter has a laptop. (It would also be a plus to have a clicker.)*
- *If we agree to supply a laptop - BE SURE TO RESERVE well ahead of time.*
- *If the speaker has their presentation on a flash drive (thumb drive, data stick), be sure to use a laptop that has been tested with the projector being used.*
- *If your speaker is local and available, TEST EQUIPMENT ahead of time.*

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- BASE contact with AV requests is:  
Madeleine Feher - 406-993-2112 [madeleine@bscomt.org](mailto:madeleine@bscomt.org)

### **At least 2 weeks prior to your program date -**

- Contact the speaker a couple weeks ahead of the program
  - For one last check-in and reminder. If the speaker is unable to present, contact the program committee chair AS SOON AS POSSIBLE.
  - Gain interesting facts for your introduction from speaker.
  - Ask the speaker who the honorarium check should be written to.
- Prepare an introduction for the speaker/s using biographical info from the speaker and/or check the internet for background info and interesting facts. Practice the introduction.
- If you will need to test equipment on the date of the meeting, make arrangements with your speaker, as well as BASE to arrive at the meeting site early (BEFORE the 1:00 meeting start time) to test.
- The honorarium is \$300. Note: If there are any special expenses for equipment or room rental it comes out of the honorarium. Request and obtain the check from the GCWC Treasurer or the President. The honorarium check should be written either to the speaker or the institution the speaker represents. Previously, some speakers donated to a local non-profit. Please ask speaker if the donation should be announced to members.
- Write a thank-you note.

### **On the date of your program**

- If not already done, TEST EQUIPMENT before the 1:00pm meeting start time.
- During networking time at the meeting, introduce the speaker to the president, and other board members and make him/her feel at home.
- At the beginning of the program, introduce the speaker to the audience using your prepared introduction.
- Watch the time, and if necessary, let the presenter know when to wrap up. (45 minutes + 15 minutes Q&A)
- Thank the presenter at the end of the program.
- In private, present the speaker with your thank-you note and the honorarium check.