

## GCWC Program Chair - Job Description

- Gather member suggestions for future programs.
- Maintain a list of potential speakers for future programs.
- Receive dates and locations of next year's programs from President.
- Convene program committee in the fall (early September) 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 and Treasurers for publication on website. make sure to include a title and small description of the 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 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 \$280 is for speaker (note- this fee must cover any special equipment or room reservations costs should there be any)

**2-3 months prior to your program date - obtain speaker bio, photo and synopsis of their presentation. Provide this information to the Secretary for the evite. Use this information to draft your introductory remarks for the meeting.**

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

***If speaker will present at WMPAC - Connect speaker to WMPAC (John Zirkle, [johnzirkle@gmail.com](mailto:johnzirkle@gmail.com) and Danielle McClain) for Audio Vision Equipment needs***

- ***If speaker will be presenting at Big Sky Chapel (or other venue), determine any equipment needs for presentation (projector, laptop, screen, power cord, a power strip, sound, or other needs)***
  - ***Please understand that the location hostess is not responsible for any equipment***
  - It is ideal if the presenter has a laptop and a projector that works with their laptop.

