

## 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.

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- If we agree to supply a Laptop, Projector, or Screen, **BE SURE TO RESERVE** well ahead of time.
  - *Screen - All venues have screens*
  - *Projector - Contact Program Committee Chair if needed*
- **Tips**
  - If the speaker has their presentation or slides on a flash drive (thumb drive, data stick or whatever else they are called), be sure to use a PC that has been tested with the projector being used.
  - If your speaker is local and available, **TEST EQUIPMENT** ahead of time.

### **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**.
  - For interesting facts for your introduction.
  - To ask the speaker who the honorarium check should be written to.
  - To arrange for a place to meet your speaker when they arrive in Big Sky (the Conoco is an easy-to-find spot for speakers from out of town).
- 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 the hostess and co-hostesses to arrive at the meeting site early ((BEFORE the 1:00 meeting start time) to test.
- The honorarium is \$280. 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. In 2017, some speakers donated to a local non-profit. Please ask speaker if the donation should be announced to members.
- Write a thank-you note.
- (Optional) It is a nice gesture to offer to take your speaker to lunch before the program or to coffee afterward. Lunch or coffee is at your own expense.

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

- If not already done, **TEST EQUIPMENT** before the 1:00 meeting start time. Make sure all cords are covered and out of the way.
- 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.