

Program Chair SIR's Branch 37



Position Responsibilities for Chair & Assistant

Date 3/7/16

The Program Chair (PC) is responsible for providing a speaker of interest for each Monthly Luncheon meeting, Christmas luncheon excepted.

The speaker/subject should be informative, interesting and timely. The speaker must NOT be a "salesperson" for a product or service (i.e. insurance, medical plan, real estate etc.) {RULE 13} As an enticement for authors to speak, they may sell copies of their book, but only after the meeting has been adjourned.

The PC should seek out speakers by member referrals or by searching local and other newspapers or other periodicals, TV, etc.

The PC will contact a prospective speaker and arrange which Monthly Luncheon date for the presentation. The PC will prepare a brief article, a short informative biography for the Branch Bulletin. A copy of the bio is provided to the Bulletin Editor, Big Sir, Little Sir, and the Treasurer no later than the 10th day of the month preceding the presentation.

The PC should meet the speaker and arrange for a lunch ticket and seat speaker at Executive table. The PC should contact the speaker several days prior to the presentation date to confirm attendance as well as inform the speaker of the reserved parking space. The PC will introduce the speaker to the members at the luncheon using information from the bio.

Presentations should be limited in length to 20-30 minutes allowing time after for questions. The PC prepares a certification of appreciation to be given to the speaker at the end of the presentation.