



PROGRAM CHAIR

1. Establish a program calendar for the seven uncommitted monthly meetings of the Society (the other two meetings are recurrent every year i.e. Christmas party and Society auction).
 - Identify possible speakers from within the Society or outside, i.e. guests from out of town/country.
 - For out-of-town guests, assist them with their traveling and accommodation needs. Some like to be billeted by society members, others prefer staying at a hotel. Check with guests whether they wish to be met at airports and directed to where they will be staying.
 - When making arrangements with out-of-town guests, ask whether they would like to have dinner with other Society members. If they accept, identify the restaurant, check numbers of members interested in joining and make reservations.
2. Ensure that all supporting materials needed by the speaker are on hand and serviceable in time for the meeting (training aids, projector, table for presenter if he brings in plants, etc.)
3. Welcome guests at the meeting and present them to the audience.
4. Coordinate the logistics for the show-table judging at monthly meetings.
 - Maintain a schedule of volunteers to act as show-table judges and make sure they are willing and available to do the judging.
 - Ensure that judging sheets, ribbons and rosettes are available and distribute them to the show-table judges.
 - Collect the judging sheets when the judging is finished and ensure they are passed on to the editor of Spike for publication.
5. Coordinate the logistics, people and equipment needed for the Society auction to facilitate both the success of the activity and the satisfaction of the auction participants.
6. Collaborate with the Editor of Spike and the webmaster to inform members of upcoming programs.
7. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated April 2003