

## **PROGRAM COMMITTEE Guidelines**

### **MEMBERS**

Chair and two members

### **PURPOSE**

Arranges for programs consistent with the constitutional goal of membership education.

### **SPECIFICS:**

- From suggestions by membership, or other resources, initiate speaker contact to discuss availability, topic, schedule, equipment needs and honorarium.
- Report proposed schedule to board. Upon acceptance, followup with speaker confirmation letter.
- Contact speaker prior to scheduled business meeting program.
- Maintain possession of the KGC laptop and projector.
- Assist other committee members at KGC Business meetings with speaker hospitality and introductions as needed.

### **PROCESS and SCHEDULE**

- November/December: Solicit program ideas from membership at KGC business meetings and via KGC Newsletter.
- January: Schedule first committee meetings. Update Scheduling Form and Scheduling Checklist as needed and provide to any new committee members.
- February/March: Facilitate meetings as needed until all programs are confirmed for the coming year. NOTE: The meeting in April is the Annual Meeting, which requires a meeting room for membership to vote on the organizational functions of KGC. Provide a list of proposed programs to KGC Board.
- April: Collect signed Scheduling Forms and provide copy of each to 3rd Vice President.
- April/May:
  - Provide a list of all program dates and descriptions for the Yearbook Editor.
  - Complete a chart that lists A/V needs and honorarium needs for each program in the coming year. A copy should be sent to the FMG contact person, KGC President and KGC Treasurer.
  - The Treasurer requires the monthly fee information to arrange for advance signed checks.
  - Secure contracts from guest speakers.
- Reminder calls to speakers (three weeks in advance):
  - Confirm date and time speaker will arrive
  - Review A/V needs. Address changes
  - Remind speaker of 30-45 minute timeframe
  - Give speaker a phone number for KGC contact person for any changes.
  - Request honorarium check from KGC Treasurer
- Arrive early at meeting to manage A/V equipment, greet speaker and provide introduction to program
- Send Thank You note to speaker using KGC notecards/stationary.

### **CLUB BENEFIT**

Capability for recognitions by NGC/CR/MGC awards.

### **MEMBERSHIP BENEFIT**

Educational opportunities for members in gardening and floral design

### **COMMUNITY BENEFIT**

Opportunities for guest attendance.