

Newcomers Welcome Club of Lake Oswego
Position Description (Rev May 2023)

Title: Program Chair(s)

Non-Elected Officer, Voting Board Member

Term: 2 years

Annual Budget: \$150

PREREQUISITES:

DUTIES:

- **The Luncheon and Program Chairs traditionally work closely together to coordinate monthly luncheons and programs.** *"The above budget amount is shared between the two positions.* Approved expenditures include: speaker/choir honorariums or expenses, and equipment rental if unobtainable from restaurant or membership.
- **The Program Chairs** arrange and book appropriate speakers/programs for luncheons and/or overseeing general schedule of yearly programs (i.e., presentation of charities and annual installation of officers).
- **Following verbal agreement with any speaker,** confirm in writing all details regarding the program (place, time). If they will be joining us for lunch, notify Reservations Chair with names and entrée choices.
- In conjunction with the Luncheon/Restaurant Chair, **arrange for any equipment needed by speaker** (table, microphone, etc.) One week in advance; double check with the restaurant on any special setups. Rent equipment as a last resort, if a loaner is unavailable. We have sound equipment, familiarize yourself with the set-up and operation before use in the field.
- One week before the luncheon, **double check with the speaker to see if they need anything** (this also serves as a reminder).
- **Submit all articles to the Newsletter publisher** in writing (email) before the Sunday following the Board meeting.
- **The day of the Luncheon arrive early to greet and seat the guest speaker.** Introduce the speaker prior to the presentation. Thank the speaker at the conclusion of the program. Follow up with a written thank you note.
- **Attend monthly Board meetings, Meet and Greet Coffees and Luncheons.** Be prepared to give an update at meetings. If you are unable to attend a Board meeting, mail, fax, phone, or email your monthly report to the President prior to the monthly meeting.
- **Maintain the Program chairperson's notebook.**

- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the notebook for future reference.
- **Attend the joint Board meeting in June to review your position's duties with your successor** and pass all club materials pertaining to your position, including the sound system on to them at this meeting.

General Information

At the beginning of your term, confer with the Luncheon/Restaurant Chair to select suitable restaurant/program matches. **The following programs are set and occur annually** at the same monthly luncheon each year:

- **June meeting:** Formal installation of Board members and introduction of Committee chairs. Presentation of check to a representative of the organization we have supported during the last year.
- **September meeting:** Presentation by a representative of the charity we have chosen for this year.
- **December meeting:** This is a holiday celebration and we have traditionally held a bake sale/holiday boutique. In the past we have been entertained by the Lake Ridge High School performance choir (and sometimes other musicians)

Programs need to be arranged for October, November, December (choir/or musicians plus sale) January, February, March, April, and May.

We have always held a fashion show at a Country Club, recently this has been in April.

Remember that **weather can be bad and cause cancellation**. This has happened recently in December and in January. Suggest local locations for those months.

Suggestions for speakers include local civic, cultural, arts and educational speakers. Once you have exhausted that supply of informative speakers, you may look to local businesses, but remember that **no speaker, club member or enterprise is allowed to "solicit business"** from our membership at any club function.

When arranging a program, stress that the information about the program is included in our monthly newsletter, which is sent to over 200 people. Attendance at luncheons range from 35 to 75 (fashion show).