

Lower CT Valley Leadership Position Description

Position: Program Chair(s)

Board Member

Appointed without Term Limits

Responsibilities

- 1. Schedules annual membership meeting programs, events or speakers for October, November, February (Valentine Luncheon), March, April (Bi-Annual Joint Shoreline Meeting with National AAUW Fellow speaker) , May and June (social event).** In conjunction with the President and with input from LCV members , identifies topics and speakers of interest. Creates annual program schedule. Creates agreements with speakers on topic title, description, duration, and technical requirements. Obtains written confirmation of scheduled dates, availability, technical requirements and whether an honorarium is accepted. Requests honorarium checks from the Treasurer for presentation to speaker at meeting.

In conjunction with the President and others, determines whether non-members should be invited to attend (e.g., State President, other branch members, etc.). Manage the invitations.

Introduces the guest speaker at each meeting. Thanks speakers and guests in writing for their participation.

- 2. Coordinates technical and hospitality requirements** so proper technology is available and working and required refreshments are available. Set up a meeting room.
- 3. Ensures program topics and details are on LCV website calendar and LCV Newsletter and in the Member Directory.**