

## Operating Procedure Program Committee

**Objective: Schedule program speakers and events for the September – June cycle.** Obtain 45- minute speaker commitments for October, November, February, March, April, and May. September meeting is Potluck and Year Kickoff/New Member celebration. May program may be 30 minutes to accommodate annual meeting and other branch discussions as necessary.

### March – April:

Solicit membership recommendations for potential general meeting speakers by announcement at meetings  
And request in LCV newsletter.

### June – August

Develop Speaker requirements and commitments.: Obtain 45- minute speaker commitments for October, November, February, March, April, and May. September meeting is Potluck and Year Kickoff/New Member celebration. 30-Minute program for May featuring lighter topics to accommodate annual meeting and other branch discussions as necessary.

Discuss possible speakers with President. Set priorities and initial schedule.

Contact potential speakers for content/availability/schedule. Determine whether speakers can/will accept \$100 honorarium.

Establish schedule and write up speaker name, position, topic title, meeting date and technology and honorarium requirements.

**Joint Shoreline Meeting – April:** Search National AAUW database for Fellowship recipients based in CT. Schedule for April general meeting. Data base typically available in September.

**Note:** In alternative years, Shoreline branch hosts April meeting. Speakers should be from National AAUW Fellowship grant recipients. Search for potential speakers in the National grant database, typically not available until September. Shoreline hosts 2024, 2026, 2028 and 2030. If any LCV/Shoreline joint members request, they coordinate.

Select and contract venue for June social. Obtain check or reimbursement from LCV Treasurer. Determine deposit, payment schedule, guest limits.

Review final annual program with President.

### September

Develop program summary table.

Submit to Newsletter editor (by August 15) and Membership Chair (by 9/14) for publication, update LCV website page.

**April – June for June Social.** Communicate June social event description, sign up schedule, guest attendance options, payment amounts, payment submissions. Maintain guest list. Collect payments. Submit payments to LCV Treasurer.

Establish fundraising for National options and amounts with President.

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Confirm requirements with venue contact.

Define decorative requirements with Hospitality.

Make up guest name tags.

Set up venue as necessary.

### Ongoing

**Confirm venue, arrival, and technology requirements with speakers** in writing in month prior to schedule presentation.

**Newsletter publicity:** Submit speaker/meeting details to Newsletter editor by due date.

**Request Honorarium Checks from Treasurer:** Provide speaker name/meeting date.

**Thank you letters to speakers.** Request honorarium checks from Treasurer in month prior to meeting. Email thank you notes to speakers.

**Request Facebook publicity with photos for meetings/events.**

**Meeting room table, chair and technology set up and tear down (with Hospitality Chair)**