

Lower CT Valley Position Description and Timeline

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.**
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Activity and Timeline

Objective: Schedule program speakers and events for the September – June cycle

March – April:

Solicit membership recommendations for potential general meeting speakers by announcement at meetings
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

July 3, 2023

celebration. 30-Minute program for May featuring lighter topics to accommodate annual meeting and other branch discussions as necessary.

Discuss possible speakers with the 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. Database typically available in September.

Note: In alternative years, the Shoreline branch hosts April meetings. 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 the 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 a guest list. Collect payments. Submit payments to LCV Treasurer.

Establish fundraising for National options and amounts with the President.

Confirm requirements with venue contact.

Define decorative requirements with Hospitality.

Make up guest name tags.

Set up a venue as necessary.

Ongoing

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

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

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

July 3, 2023

Thank you letters to speakers. Request honorarium checks from the 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)