

PROGRAM COMMITTEE

The Program Committee plans the meetings for the year, including topics, speakers, venues and hostesses.

Program Chair Job Description:

As the pivotal committee of The Weeders, The Program Chair, with the assistance of the Vice Chair, leads the efforts of the Program Committee to organize the meeting calendar from September to June annually.

Responsibilities:

- Leads the Program Committee to plan and organize monthly meetings/programs for the club.
- Collaborates with the President and other committee chairs to coordinate, plan and implement monthly programs.
- Develops annual program calendar and readies it for publication by the Print and Publications Committee.
- Submits the Weeders Flower Show dates to the GCA Zone V Judging Representative to secure judge assignments for all Weeders shows including Design, Horticulture and Photography.
- Oversees recruitment of Meeting Chairs and Hostesses for implementing and running programs for each meeting.
- Maintains a spreadsheet which includes a list of all of the meeting venues, name, phone number and email address of the contact for the venue, the cost of the venue and any other pertinent information. It also includes the speaker contact information, speaker fees and the topic of the speakers talk. This document helps to determine the budget for the year.
- Maintains the Meeting Chairs and Hostesses History Roster of past meeting chairs and hostesses to ensure that a rotation of members share the responsibilities equitably.
- Maintains the Meeting Chair Guidelines and the Hostesses Guidelines documents and ensures they are reviewed and updated annually.
- Prepares the program budget for submission to the Executive Committee.
- Ensures that each year a program is included on Floral Design, Garden Design, Conservation, and Horticulture. One Horticulture program should be designated as the Anna Lloyd Heyward lecture (Her son gave \$5000 to have this Horticultural lecture annually.) Wit and Wisdom-has been used as a fill-in or safety net in case of bad weather.
- Once the program is approved for the calendar year, the Program Chair ensures that Weeder programs are published on the GCA Website for Zone V.
- At the end of each program year the Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording Secretary 1)

electronically in advance of the meeting and 2) brought to the meeting as hard copy. Hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copy of other materials to be archived.

Timeline:

- Hold at least two Program Committee meetings, in February and in March/April, to set the dates for the monthly meetings, find speakers, meeting locations, and assign Chairs and Hostesses for the calendar year.
- The committee member recommending a speaker should contact the speaker and get confirmation of the subject of their talk, confirm the speaker fee, if any, and have a Speaker Contract signed, which is provided by the Program Committee Chair. This person should also be willing to serve as Meeting Chair, if possible.
- Meeting Chairs should have the contract for the speaker(s) filled out, executed and returned to the Program Meeting Chair by the end of May.
- By the end of May, the Program Chair should have all meeting venues confirmed, and contracts signed.
- Prepare the program budget and submit to the Treasurer prior to the spring Executive Committee meeting (at which the budget is approved).
- By the end of May, the program calendar should be completed. It is the responsibility of the Program Chair to have the program calendar ready to be given to the Print and Publications Committee by July in preparation for the printing of the Blue Book. Information to be provided to the Print and Publications Committee for each program includes:
 - Date of meeting
 - Meeting venue and address
 - Name of speaker and topic
 - Name of Meeting Chair
 - Names of hostesses
 - Detailed timing of meeting activities (i.e., coffee & goodies, Announcements/Business meeting, talk by speaker etc. Refer to past programs in the Blue Book for more details regarding meetings that include Flower Shows, Photography Shows and Spouses/Guest meetings)
- In June, submit the Weeders Flower Show dates to the GCA Zone V Representative to secure judge assignments for all Weeders shows including Design, Horticulture and Photography.
- Request the dates of the GCA, GCA Zone V, and PCGCA meetings from the President for inclusion into the Program Book.
- The Program Chair and Program Vice Chair share in the responsibilities to proofread the programs section of the Blue Book.
- Once the program is approved for the calendar year, the Program Chair ensures that Weeder programs are published on the GCA Website for Zone V.

Prior to each regularly scheduled Weeder meeting:

- The Program Chair is responsible for making sure the chairs and hostesses are prepared for the event and help to make the event successful. Approximately 4-6 weeks prior to a meeting, the Program Chair should contact the Meeting Chair and hostesses to remind them of the upcoming meeting and to provide them with a copy of the Meeting Chair Guidelines and the Hostesses Guidelines to ensure they understand their responsibilities.
- The Program Chair should provide the Meeting Chair with the contact information for the speaker and meeting venue. She also provides the pre-arranged costs for the speaker and the meeting venue and ensures that the treasurer is informed so she can bring checks to the meeting.
- The Program Committee Chair/Co-Chair assists the Meeting Chair to identify the AV requirements for the guest speaker in advance of a scheduled club meeting. Questions to ask the speaker and the contact person for the venue include:
 - Is the speaker going to be using MS PowerPoint or Google Docs (which requires internet access) or something else?
 - Will the speaker bring their own computer? Or bring their talk on a flash drive?
 - Is there a video they want to show and if so, is it embedded in their talk?
 - Does the speaker need Internet access?
 - Identifies the contact person at the scheduled venue on the availability of AV equipment and Internet access if needed. Need to determine if an AV Tech will be on site at the venue. If Internet connection is needed, find out the WIFI name and password, or where that information is located on site.
 - Ensure that a table is available for the projector and computer and find out if there is a microphone system available if it's a large meeting room.
- One or two designated persons from the Program Committee should share the responsibility of transporting The Weeders owned projector, power cords, cables, etc. and screen to meetings, provide a computer if the speaker needs one and to set it all up prior to the meeting.

Tips and Pearls:

- Meeting Chairs should be volunteers from the Program Committee, usually the person who finds the speaker. If that person has other commitments during the meeting, a different chair should be selected so as to not overburden the chair.
- Hostesses should be volunteers from the membership at large. For the Evening Meeting with spouses/guests more hostesses are needed to organize the food and beverages. While the budget for beer and wine is part of the Program Committee budget, the hostesses should not exceed \$200 for alcohol. Anything over that amount will need to be the responsibility of the hostesses.
- The Program Chair should make every effort **not** to make the following Chair/Hostess assignments:
 - Assign a chair or hostess to a meeting, which is a long distance from her home.
 - Ask a member who is a likely Passer or Stager, Judge Representative, Flower Show Chair or Vice Chair to be a hostess at a meeting when there is a flower show, as she cannot perform both duties.

- Using the entire Weeders membership roster, the Program Chair should make every effort to have a balanced and fair rotation among the hostesses. Sign-up sheets do not result in an equitable distribution of hostess duties and should be used only as a last resort, not as the start of the process.
- Using the Meeting Chair and Hostesses History Roster:
 1. Members (not just committee members) who have not been a hostess for two years should be contacted first. Contact should be done via a phone call or individual, not group, email.
 2. Next would be those who did not hostess for one year.
 3. The Meeting Chair and Hostess Roster should be used to determine who gets asked in what order.
 4. Only when these avenues have been exhausted should we resort to sign up sheets for unfilled slots.
 5. Also make sure that our new members are approached and asked to be a hostess along with a veteran hostess.