

PROGRAMS - GUIDELINES FOR MEETING CHAIRS

As the coordinator of a Weeders meeting, the Meeting Chair's responsibilities are many-fold: to contact, confirm, introduce, shepherd and thank the speaker; to coordinate the hostesses and flower-show committee, to act as liaison with the meeting site or homeowner, to be in charge of the event. She works collaboratively with the Program Chair/Vice-Chair throughout the process.

Six weeks before the meeting:

The Program Chair and/or Co-Chair provides information to the Meeting Chair so that she can contact the speaker and reconfirm the subject, fee, time and length of program – including anticipated start and stop time. Confirm the meeting location with the speaker, provide the address and ask if he/she needs directions (especially if it is a tricky location). Get background information of the speaker so you can make a brief introduction at the meeting. (The Program Committee is always available to help with this. DON'T HESITATE to reach out!!).

Ask if the speaker has any special needs or equipment etc. Be sure to coordinate with the representative from the Program Committee for the AV equipment and set-up.

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 his/her own computer? Or bring their talk on a flash drive (which will require a computer).
- Do they have a video they want to show and if so, is it embedded in their presentation?
- Does the Speaker need Internet access?
- Obtain the name of the contact person at the scheduled venue to arrange for a visit and to determine the availability of AV equipment and Internet access if needed. Ask if an AV Tech will be on site at the venue. If Internet is needed, find out the Wi-Fi name and password, and where that information is on site.
- Will the Speaker have handouts?
- 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.

4-6 weeks before the meeting:

Contact the Hostesses, and if it is a lunch or dinner meeting, choose a "Head Hostess", who will be the point person for the Hostesses and accompany you to the site the week before the meeting.

Contact the meeting site to verify facilities and other available services (such as coffee makers), costs, parking and timing. Determine when people can arrive to set up the meeting and when they have to be out of the space and relay this information to the Head

Hostess. For a meeting in a home, contact the homeowner to reassure her that you are there to help and get directions to her home. Give all information, including directions if necessary, to the Corresponding Secretary/Email Manager.

Three weeks before the meeting:

Contact the Hostesses about setting up a menu for the meeting (if this is a lunch or dinner meeting, first review with the Head Hostess). Determine what is to be served and who will provide each item.

Confer with the Program Chair to determine the speaker and venue costs. Contact the Treasurer regarding providing for those payments. The Treasurer should come with the required payments or send them ahead of time.

Get a count of tables and chairs needed for the meeting and flower show if there is one (coordinate tables needed with the flower show chair); order any required equipment or make arrangements to borrow. Ask the President if she needs a table/podium, and there should be a place to put the box of nametags.

Determine who sets up/takes down tables and chairs. Order if necessary.

One week before the meeting:

Visit the meeting site with the Head Hostess (and Flower Show Chair or Photography Show Chair if part of the meeting) to decide on the layout of the meeting, flower show/photo show, food and beverages. Find out how to operate equipment such as lights and sound system; locate electrical outlets, bathrooms and coat racks. Find out who at the site is to be contacted with problems. Check with the site staff about reimbursement or tipping. Determine parking arrangements.

On the day of the meeting:

Arrive early. Assist the Hostesses in setting up tables and chairs etc. Greet the speaker and act as the Speaker's personal Hostess. If the meeting has no Speaker, assist the Hostesses and/or the homeowner. Introduce the Speaker, unless another Weeder has reason to do so. Stick with the Speaker afterward until everyone leaves. Write a thank you note to the Speaker on behalf of The Weeders.

Oversee and help with cleanup and thank the homeowner or rental staff. Send to the Program Committee any contracts, the count of actual attendees and any problems you encountered or suggestions to offer.

Expenses and other details:

The cost for the Speaker, rental of site, rental of tables and chairs & coat racks for both the meeting and flower show are paid by The Weeders Program Committee Budget.

Hostesses share the cost of food, beverages (except for wine & beer for the evening meeting), paper goods etc. The homeowner is listed as a hostess but is not financially responsible. A homeowner is expected to do no more than ready her home.

Please note: If a Chair or Hostess must bow out, she is responsible for finding a substitute. Please contact the Program Chair with any questions or concerns.

Miscellaneous Information for Meeting Chairs and Hostesses:

Morning –only Meeting

Coffee	Fruit
Tea	Small pastries
Lemon	Napkins
Milk	Cups and stirrers
Sugar/sweetener	Small plates
Trash bags	Paper towels

Luncheon Meeting

Coffee, milk, sweetener
Plates
Spoons/forks, if necessary
Your Choice of a simple lunch; e.g., two of the following:
 Soup
 Salad
 Sandwiches
 Fruit & Cheese
Dessert or cookies, bars (no plating required)
Iced Tea and/or Lemonade, lemon, mint, cider (seasonal), Water, Sparkling Water

Evening Meeting (with guests/spouses/significant others)

Approx. 50 – 55 people usually attend this meeting requiring more food.

Appetizers & Heavy Hors d'oeuvres (vs. a pre-planned menu - depends on the theme of the meeting)

Salads
Desserts
Wine & Beer
Seltzer and other non-alcoholic beverages

Plates, utensils,
Napkins
Plastic wine glasses
Beer cups
May need to rent tables & chairs depending on location.

Nota Bene: The cost of the beer, wine, and the renting of tables and chairs is paid out of the Program Committee Budget. (In an effort to contain costs, the cost of beer and wine should not exceed \$200 unless approved by the President.) Anything over that amount will need to be the responsibility of the hostesses. More hostesses are assigned to this meeting so that the other costs are equally shared among them. It is the responsibility

of the Lead Hostess to keep track of the expenses to ensure that everyone is fairly reimbursed.