

IWCNE Program Chair

Purpose of the Position

The Program Chair finds speakers for all monthly luncheons.

Duties

The Program Chair:

1. Contacts and secures all luncheon speakers, preferably related to an international topic.
2. Contacts speakers to clarify technology and audio requirements for their presentation.
3. Retains the club's screen, projector, and audio system for use as needed.
4. Requests a brief bio of each speaker and overview of their presentation for use in the newsletter.
5. Prepares a gift bag for each speaker for presentation at the end of the luncheon.
6. Arrives at the luncheon early to test the audio system, projector, and screen.
7. Greets the speaker and shows them to a table with members already seated so they feel welcomed and expected.
8. Introduces the speaker.
9. Helps the speaker pack up any equipment they brought with them.
10. Sends the speaker a thank you note or email.
11. Attends Executive Board meetings and gives the Programs Report.