

### **Program Committee Chairperson(s)**

The Program Committee Chair and Co-Chair shall be elected by the membership. The Program Committee shall also consist of the Horticulture, Conservation, Floral Design and Photography Committee Chairpersons, and other interested members.  
Term: 2 years

- **The Purpose of the Program Committee is to arrange programs, speakers and locations for regular meetings. It should use all available resources to assure quality programming with adequate variety for the Membership.**

#### **The Chairpersons of the Program Committee are responsible to:**

1. Work with committee members to plan, research and recommend possible program, speaker and location possibilities.
2. **One year advanced planning is highly recommended for securing expert speakers. See attached Strategic Plan Goal #3 with all Action Steps for Improving Educational Programming**
3. Be aware of and utilize GCA resources for speaker and program ideas including the Zone and National Speaker lists. Contact the Zone Program Representative for program suggestions.
4. Consult with the Treasurer for the annual budget \$number allotted for the Program Committee; obtain a signed contract with each speaker for each meeting date.
5. Secure speakers and schedule for all regular meetings; do not repeat speakers or topics within a three year timeframe. Submit to the Corresponding Secretary and the Vice President for publication in the newsletter and directory by the deadline.
6. Assure all necessary arrangements have been made for each meeting for the location, speaker, special equipment needs, special directions and parking restrictions; communicate such arrangements to the club members.
7. For each regular meeting, introduce the speaker (or delegate someone) and write a thank you note to the speaker.
8. Attend monthly Board meetings to report on the Program Committee, including details for the upcoming program
9. Enter club programs on the GCA Calendar and communicate the meeting schedule with the Zone Program Representative so she can prepare the Zone Program Grid.
10. Maintain an organized binder (or separate title folders) containing all information pertaining to Program Committee meetings, speakers (topics dates, contracts) and program feedback sheets.

#### **Program Committee chairpersons should remain current by:**

- Attending any meeting arranged by national committee representatives in the zone
- Reading information about the national committee on the committee page of the GCA website.