

PROGRAM COMMITTEE 2023

The president will appoint a program committee chair at the beginning of their terms. The chair will select members to assist with their responsibilities. The chair will become familiar with the club mission statement and the interest of the PAGC members to make programs a valuable resource for the club.

Program committee responsibilities:

- Be aware of members' expertise in certain areas that will be useful in presentations at the general meetings.
- Plan a year's tentative program schedule that is educational and entertaining for the members to be placed in the yearbook.
- Plan field trips by interests, goals, cost and accessibility.
- Prepare an annual budget by August 1st.
- Complete contracts with speakers and submit any payment information to the treasurer in a timely manner.
- Maintain contact with the speaker to verify availability to present at the general meeting.
- Be prepared with an alternative program if the original speaker is not able to attend.
- Communicate with the hospitality committee if any special requirements are needed by the presenter. (Tables, microphone, projector, etc.)
- Meet the speaker upon arrival and assist in setting up and breaking down.
- Introduce the speaker with a prepared speech and thank them at the end of the presentation. (A gift may be given if the budget allows)