

# PROGRAM

The members of the Program Committee consist of committee chairs/co-chairs, their committee members and special member representatives that are selected by the President and First Vice-President.

Number of members depends on how many committees are involved. They are responsible for developing all programs for the year.

Committee chairs/co-chairs are liaisons between their committee and the First Vice-President.

The First Vice-President is responsible for guiding all committee chairs/co-chairs in selecting, coordinating and carrying out details of programs.

1. Programs should be informative, educational, inspirational and timely.
2. Programs should reflect the objectives of our club and promote one or more goals of MGC and NGC, although it is not expected to promote every goal every year.

Programs can be speakers, workshops, hands-on projects or field trips-- but not limited to just those mentioned.

There should be eight (8) programs planned for the year.

## **GOAL :**

All monthly programs for the following year are to be finalized with details prior to the November club meeting of current year so that information is ready for the year-book printing.

**NOTE: THIS PROGRAM CONCEPT IS ON A 2-YEAR TRIAL BASIS. WE WILL EVALUATE IT AT THE END OF THE SECOND YEAR OR BEFORE IF NECESSARY.**

# PROGRAM Cont'd . . .

## **PROGRAM PROCEDURES:**

The First Vice President will call for a meeting of all chosen committee chairs/co-chairs to explain, discuss and organize the process being used for programming.

**DEADLINE SEPTEMBER 10**

Committee chairs will call for a meeting of their committee members to discuss ideas, research info and list program/field trip possibilities for the coming year. This list should be prioritized.

**DEADLINE OCTOBER 1**

If two committees are working together they should meet as one group.

NOTE: Committees for 2014 trial basis and number of programs to plan:

- Civic Beautification - 1
- Junior Gardening - 1
- Telephone/Sunshine and Membership - 1 @ March meeting
- Flower Arranging and Flower Show Judges - 1 or 2
- Horticulture and Nutrition - 2
- Conservation, Environment, Birds/Butterflies - 2
- Landscape and Design Consultants - 1
- Honors Luncheon—1
- Hostess - 0
- Garden Walk - 0
- Publicity - 0
- Finance—0
- Ways & Means—0

The First Vice President will call for a meeting of committee chairs and include the President and 2<sup>nd</sup> Vice President. The prioritized list of potential programs should be brought to this meeting. This committee will discuss and choose a variety of eight programs for the year. They will also determine:

1. What month the programs will be
2. Exact date (usually the 4th Tuesday in the month)
3. Open and closed meetings
4. Venues for the meetings
5. Discuss whether there will be a speaker fee or donation.

This process may take 2-3 meetings to complete all details: — DEADLINE, NOVEMBER 1

When final programs are chosen, the committee chairs/CO-CHAIRS with their committee members will meet to begin fine tuning the program selected.

# PROGRAM Cont'd . . .

1. The First Vice President will be available for guiding the Program committee.
2. The Committee Chair/co-chairs will receive from the First Vice President:
  - A. Speaker Contract for each program
  - B. Program Worksheet for each program
3. The Committee chair/co-chairs will send the "Speaker Contract" to speaker as soon as possible to sign and return as soon as possible.
4. The Program Committee chair or her chosen speaker liaison is responsible for filling out details of the "Speaker Contract" and "Program Worksheet" and for making four (4) copies of each to distribute to: the speaker, the 1st VP, the Yearbook Editor and one to keep.
5. The Program Committee is responsible for carrying out all details of program. There should be an attempt to include all committee members in this process.
6. When the speaker has made a commitment, verify speaker's subject, length of program, the date, time and location, speaker arrival time (they are invited to lunch), special equipment needed (microphone, screen, extra tables, etc.). Be sure to have a copy of the speaker contract on hand. Financial arrangements such as mileage, fees and/or honorarium should be clearly stated.
7. If there will be speaker expenses, the treasurer should prepare a check in advance. A small token gift and/or 2 tickets to Garden Walk would also be appropriate.
8. Call the speaker a week before the meeting confirming arrangements.
9. Welcome speaker upon arrival, show the facilities and equipment, introduce and thank the speaker at the meeting.
10. Have the Corresponding Secretary send the speaker a note of appreciation after the meeting.