

**PROGRAMS CHAIRMAN**  
**Job Description**  
**2015-2016**

Arranges all aspects of HSC Luncheons and Socials. Plans menus and program agendas for event. Selects decorations and door prizes. Prepares and submits notification ads to the Publicity Chairman. Assists First Vice President with any special functions. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies.

1. Reports to 1<sup>st</sup> Vice President.
2. Attends all Board Meetings and all other regular or special meetings of the HSC.
3. Is a member of the Administrative Fund Budget Committee.
4. Arranges programs for all luncheons and any other special function. Programs should run approximately 20 minutes in length. Has the programs for August through December lined up by the August Board Meeting, and the programs for January through May scheduled by the December Board Meeting.
5. Makes arrangements with Soundside Club (or alternative location) twice per year (see #4). President or 1<sup>st</sup> Vice President should participate in meeting with Club Manager. Arrangements should include dates, menus, linen color choices, centerpieces and table arrangements. Procures written copy of agreement with the Club or Catering Manager.
6. Reconfirm arrangements with Soundside Club (or alternative location) the week prior to the event. This should include confirming menu, timing, linen colors, table arrangements, and centerpieces. Final headcount will be given the week of the luncheon. Room arrangements include number, size and placement of tables for seating as well as committee tables (Ways and Means, reservations, Membership, etc.) and the podium for the President. Double-Check catering arrangements prior to each luncheon.
7. Turns in information to Sound & Website Editor and Publicity Chairman. This should include all pertinent information for the function (place, time, menu, program, price, reservation phone number and deadline for making or canceling reservation). Include a reminder in the Sound ad telling members they will be charged unless they cancel their reservation before the deadline.
8. Sends copy of catering contract and menu to Reservations Chairman by last day of the month.
9. Arrives early for each function to set up centerpiece/door prizes/decor. Finish decorating tables at least one half-hour prior to the beginning of the social time.
10. Buys a "thank you" gift for the guest speaker, if they have not received a fee.
11. Selects decorations and door prizes or each function. Stays within budget in selecting these items.

12. Arranges in advance to use bingo equipment for Bingo. Check with the Club for transportation of equipment. Arrange for someone to call the bingo numbers. Have a deck of cards on hand at Bingo in case of multiple bingos.
13. Select a Co-Chairman to assist you in your duties and to represent you at Board Meeting if you are unable to attend.
14. Be available to aid the First Vice President in any additional special function.
15. Submits a monthly written report via e-mail to the Secretary by 12PM Friday before the Board Meeting. If report is not submitted by e-mail before meeting, please bring copies to the meeting for all Board Members. Report should include details of activities for the month. It also lists all income and expenses for the month.
16. Contacts the 1<sup>st</sup> Vice President by 5 PM Monday before the Board meeting with items you wish to place on the Agenda.
17. Informs the Sound & Website Editor, by the 20<sup>th</sup> of each month, of any information to be included in the Sound or on the website.
18. If any expenditure is incurred, Programs Chairman submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
19. Submits the estimated expenditures for the current year (revised budget) and estimated expenditures for next year's budget in January to the appropriate Treasurer before the Budget Review Meeting.
20. For historical data and continuity of information, Programs Chairman also submits a separate "After Action Report" to the President, 1<sup>st</sup> Vice President, and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
21. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
22. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
  - a. The Active Board Notebook holds the following information for the current Board year's activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board reports/agendas/minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Procedures.
  - b. The Board Historical Notebook holds the following information for the past years' activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).

23. Contacts the chairperson filling the job for next year's Board. Sets up a time to meet before the May Board Meeting. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May's combined Board Meeting where both incoming and outgoing Board members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
24. Thank you for volunteering and have a great year! (Revised 02/16)