

Programs

The role of the program chair and co-chair is to plan and execute delicious, interesting and educational monthly outings. This involves finding a venue and a speaker or activity that will be educational, fun and enriching.

Things to consider:

- Budget
- Distance
- Food-related
- Educational (with speakers when available)
- Who is welcome other than members
- Items we can bring or need to bring
- Date and time

To Do:

- Be in contact with venue/host of the event
- Plan monthly calendar
- Coordinate event with co-chair if possible
- Communicate with treasurer about expenses
- Mail check if necessary
- Make reservations if necessary
- Give Deb information to send via Eventbrite and or email,
- Do a Facebook post on our private page
- Coordinate with membership chair about new members attending
- Take pictures or have someone take pictures for monthly newsletter and the National Quarterly
- Post pictures on Instagram and FB after event
- Re-cap the year for the board with a Year-End Report

Nikki Erpelding, September 2018