

PROGRAM LEAD JOB DESCRIPTION

Coordinates efforts with Program Vice President.

Coordinates arrangements with speakers or presenters.

Prepares flyer for program, working with the Publicity Chair, as needed.
Provides copy to both Publicity Chair and Newsletter Editor.

Handles and records RSVPs for program. (Lead's name and contact information are on flyer.)

Contacts Membership VP for welcome book.

Works with Program VP on set up, clean up, sound system, chairs, tables, format, introduction, nametags, and name cards, as needed.

Approved January 19, 2012