Program Chair responsibilities and monthly duties updated June 2020 by Delphine Stevens

Responsibilities

- The Program Chair is a member of the Board of Directors
- The Program Chair is a member of the Wagner Conservation and Green Lecture Committees (when convened)
- The Program Chair selects speakers for the 5 or 6 General Meetings where a program is expected, plus afternoon workshops with the speaker where possible (members are charged a fee for workshops) It is highly recommended that the Program Chair hears all speakers in person, or via YouTube video). The Program Committee assists the Chair in her work
- The following General Meetings traditionally have a speaker/program: October, November, January, March, April (alternate years when hosting Tacoma Garden Club for a joint meeting luncheon) and May
- The following General Meetings are not the responsibility of the Program Chair: the September Annual Picnic and June Annual Meeting are planned by the President; the Holiday Auction is planned by the Ways and Means Chair; the February Business meeting is planned by the Vice President
- The Program Chair selects topics and speakers that reflect areas of interest of the Club and the GCA, including: Horticulture, Gardening, Garden Design and History, Floral Design, Photography, Conservation and Scholarship. Care should be taken to choose topics and speakers that haven't been featured in a Horticulture or General meeting program for the past 4-5 years
- It is recommended that the Program Chair attends a GCA conference before or during her term to hear recommended speakers and topics
- The Program Chair reviews the GCA Speakers List, the GCA Raves and Faves speaker list, SGC club members' suggestions from the annual member survey and seeks suggestions from board and committee members. Speaker recommendations need to have been heard in person or via YouTube
- It is customary for one General Meeting annually to focus on Floral Design and the Floral Design committee receives limited funding in their budget for floral supplies for this speaker
- After the speaker list is approved by the Board in April or May, the Program Chair sends a speaker contract to each speaker in May and connects them with the Tech Chair
- The Program Chair follows up with each speaker before their meeting, writes a short announcement in the newsletter and introduces them at the meeting
- After the meeting, she files each speaker's name and topic on the GCA Program page with a review, adds an exceptional speaker to the GCA Raves and Faves list and writes a thank you note

Monthly Duties and Responsibilities

- During the summer make sure the upcoming speakers have all signed their speaker contracts which were emailed to them in May in a typical year. Maintain a copy in a Program file. Be prepared to invite substitute speakers if a programmed speaker cancels during the year
- By **August,** add the General meeting dates and topics to the SGC and GCA online calendars via the "edit" tab
- Contact each speaker **6-8 weeks before their meeting and the week before**, to make sure they are ready for their talk and to re-connect them with the Tech Chair who will set up their IT at the meeting
- Before each meeting, submit a short article about the upcoming meeting topic and speaker to the SGC Communications Chair
- In the **fall,** plan for the following year by reviewing the members' survey speaker suggestions and soliciting program ideas from committee chairs via email or at Board meetings, or by asking the committee chairs to include the Program Chair in a committee meeting for discussion of potential

topics. Review the GCA Speakers List and the GCA Raves and Faves speaker list for GCA nationally recommended speakers, especially in Zone XII. Sometimes adding a paid workshop following the talk can subsidize the speaker or Angel Donations can be requested from members for out of state speakers

- Review the Program Committee Excel list of past and suggested speakers for ideas and to be sure a speaker isn't repeated
- Additionally, solicit more program ideas from the membership during announcements at **fall** Horticulture and General meetings, or as a topic on the agenda for the annual business meeting of the membership in February
- In the **fall** meet with the Floral Design Chair to discuss speakers and topics for one meeting and brainstorm ideas with the Program Committee
- In **January or February** meet with the Program Committee to review a list of proposed speakers and topics and narrow and prioritize the list (it is important to end up with more possible speakers than dates available to allow for flexibility in scheduling and stay within budget).
- In **March** contact speakers with possible dates and fees and prepare a final list to review with the Program Committee
- In **March,** submit a proposed budget to the Treasurer (on request) for speaker fees for the following meeting year. For 2020/21, the annual program budget is $2,200 to cover 5 program speakers (in 2021/22 the budget will need to provide for 6 program speakers). The current stipend is ~$300/lecturer, plus $140 for travel expenses (as needed) Note a speaker with whom SGC has a special or ongoing relationship, may not charge a fee or request an honorarium, but most typically do need reimbursement for their time and travel expenses. The Humanities Washington Speakers Bureau provides free speakers but there are significant advertising and reporting requirements
- At the **April or May** Board meeting, review the final list of speakers and topics with the Board for approval
- After Board approval, email each speaker a contract that includes contact information, program topic, meeting location, AV needs and honorarium (or fee). Request bio or CV and picture from each speaker to use in preparing newsletter articles and introductory remarks. You will be doing the introductions and thank you notes. Speaker signs, scans and returns contract and bio.
- **Late June or early July** submit list of speakers, topics and dates to the editor of the Green Book. (Use current schedule in Green Book as a template).
- List General Meeting dates and speakers in the SGC and GCA Calendars via the "edit." tab. Take care not to remove the General Meeting heading
- **After each meeting**, add the speaker's name and topic to the GCA Speakers List on the Program page of the GCA website with a brief review. Add any exceptional speakers to the GCA Raves and Faves list. Update the Program Committee Excel list of speakers
- In **June,** hand over the Excel speaker list and the Program file containing contracts for the upcoming year to the incoming Program Chair