

DIRECTOR OF PROGRAM

The Director/Program shall;

- i. Serve on the Management Committee;
- ii. Be responsible for the selection and scheduling of guest speakers for the Club's monthly meetings;
- iii. Chair Program Committee meetings and develop a preliminary list of recommended guest speakers for presentation to and consideration of the Management Committee;
- iv. Advise the Director/Club Services on a monthly basis of guest speaker support equipment required and/or any other pertinent information;
- v. Provide the President with a 'Thank You' note and envelope for the speaker.
- vi. Advise the Club of special events and work with those who are organizing such events