

PROGRAM & EVENTS COORDINATOR

The chief function of the GAWN Program & Events Coordinator is to coordinate speakers for meetings, workshops, and any other special events, ensuring that all needed or requested equipment is available and in working order. Attendance at all luncheons and board meetings is expected.

MONTHLY LUNCHEON MEETING

BEFORE:

- Contact and solicit speakers – members or guests – for the monthly meetings as per the SPEAKER PRESENTATION guidelines, form and information sheet. The completed forms will then be submitted for review and approval by Board and speaker schedule confirmed. (See speaker info below.)
- E-mail the Website & Social Media Administrators the program calendar for preliminary publicity on the website, as confirmed.
- Communicate with guest speaker:
 - Invite to bring a door prize
 - Let know number of registered guest the Monday before the luncheon (to be prepared for handouts, if needed)
 - Mention the lighting concern with PowerPoint, so they can prepare alternate presentation
 - Inform that we want the majority to be content filled, but okay to briefly promote business and have handouts/business cards/pamphlets/etc
- Maintain contact with monthly meeting facility to specify menu changes, seating arrangements, or any special equipment as needed.
- Obtain speaker's introduction from the speaker. If one is not available or does not exist, gather information and create an interesting and dynamic introduction lasting no more than 1-2 minutes. Do not simply read the professional bio.
- By Friday at 5:00pm before the luncheon meeting, advise Registrar of any special needs (equipment, etc.) the speaker may have.

DURING:

- Arrive early to check microphone.
- Assist guests and members with introductions.
- Provide assistance as necessary.
- Greet speaker and guests at beginning of monthly meeting.
- Introduce speaker to Chair at the beginning of the luncheon.
- If speaker has provided door prizes, ensure that prizes are placed on table and advise Vice Chair of donation so it can be acknowledged during door-prize giveaways.

AFTER:

- Send thank you card to speaker.

MONTHLY BOARD MEETING

BEFORE:

- Prepare report on upcoming events (programs, workshops, etc.).

DURING:

- Provide feedback to board from speaker or guests.

AFTER:

- None

OTHER ANCILLARY DUTIES AND SPEAKER INFO

- Speakers should have a program to fit the needs and benefit most, if not all, of the GAWN membership. Keep a gender balance by scheduling only one male speaker per quarter. Each speaker may bring two (2) door prizes related to their topic or business to be given out at the luncheon.
- Send speaker a confirmation letter or e-mail at least thirty days prior to speaker's scheduled program, advising of meeting date, time, and location.
- Notify Secretary of any printed materials needed (thank-you postcards, etc.).
- Coordinate required funding for events with Treasurer.
- Work with Website & Social Media Administrators to market and promote events.
- Provide necessary information to Website & Social Media Administrators for needed writeups and promotions.
- Review Program & Events Coordinator job description and duties and update as necessary before end of term.
- Keep timeline of yearly schedule (i.e. upcoming months, networking, speakers, etc.)
- During annual planning meeting, get 10 thank you cards signed to use for speakers for the year.