

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 Administrator the program calendar for preliminary publicity on the website, as confirmed.
- Invite guest speaker to bring a door prize.
- 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 Sunday 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.
- Provide introduction of speaker at luncheon, providing information on the speaker's education, knowledge, and expertise. Use provided speaker's introduction or the intro you have created.

AFTER:

- Write a summary of speaker's presentation for website. Send to Website & Social Media Administrator for timely publication.

MONTHLY BOARD MEETING

BEFORE:

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

DURING:

- Provide feedback to board from speaker or guests.
- Bring a pre-printed thank you letter for the speaker and have the entire board sign

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 Web & Social Media Admin to market and promote events.
- Provide necessary information to Web & Social Media 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.)