



# Mountain Garden Club Position Description Form

**Position Name**

**Program Chair (coordinator)**

Date Created: Feb 19, 2017

Form Creator Name: Jeanne Wright

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Committee Name: Programs

## **Position Overview:**

The Program Chair works as a coordinator with a committee to research prospective programs for the forthcoming calendar year. Programs are then planned, speakers contacted, and club members assigned to detail planning and execution of each monthly event. There are programs or events during each month, but regular meetings begin in September till May of the following year.

## **Skills/Abilities/Other Requirements:**

1. Keen interest in promoting and offering good programs to the membership, keeping in mind the purpose and object of the Mountain Garden Club.
2. Good organizational skills.
3. Moderate writing skills.
4. Moderate computer skills.
5. Ability to speak in front of people.
6. Ability to feel comfortable calling new prospective speakers.
7. Attend monthly Board meetings.

## **Essential Position Functions:**

Call program planning committee meeting.  
Make sure that all events are filled for the proceeding club year.  
Share all information and coordinate with officers and other board members.  
Gather all appropriate materials regarding programs for the publication of the yearbook.



# Mountain Garden Club Time line Template

**Event/Publication**

**Programs Time Line**

Date Created: 2/19/2017 Form Creator Name: Jeanne Wright

Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: \_\_\_\_\_

Date to Begin By: September Form Creator Email: \_\_\_\_\_

Committee Name: (If Applicable) Monthly Programs

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
At least by Sept. of the preceeding year to be scheduled	Start to collect ideas for programs.	<p>Ideas come from many sources. Newspaper, magazine articles, speaking with friends who belong to other garden clubs, tapping ideas from our own club members especially important. New Hampshire state supplied info through UNH. Info from other Federated clubs. Garden web sites. Local owner of garden centers.</p> <p>Solicit ideas previous to first meeting from MGC members. Select club members who have some knowledge of what has been presented in the past, and have a feeling of what might be well received as a possible program in the future.</p>



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**Event/Publication**

**Programs Time Line**

Time Category	Actions Necessary	Tips & Best Practices
<p>September</p> <p>January thru March</p>	<p>Select MGC mbrs who have interest and ideas for next years program schedule and plan meeting for Chair &amp; Committee. At this meeting, tasks and contacts for possible meetings and events will be divided up as needed. MGC mtgs are the 3rd Monday of month unless there is a holiday - Jan, Feb &amp; Mar require a snow date.</p> <p>-Sept. - Monthly meeting &amp; program            -Oct. - Fall Lunch and Learn            -Nov. - Meeting Educational Wkshp ( MGC members)            -Dec. - Holiday Boutique Wkshp &amp; Sale ( MGC mbrs)            -Jan. - Monthly meeting &amp; program            -Feb. - Monthly meeting &amp; program            -Mar. - Monthly meeting &amp; program            -April - Spring Lunch &amp; Learn            -May - Monthly meeting &amp; program            -June - MGC Plant Sale (MGC mbrs)</p> <p>Note: Special Events and Fundraisers are part of the MGC calendar, and not part of program chair's responsibility</p> <p>Committee reaches consensus on potential programs and review with the BOD - Presenters are then contacted and program date/topic confirmed</p> <p>Program Information supplied to Yearbook Chair</p>	<p>After meeting discussions, time for future research into possible speakers. Fees &amp; Budget are also part of this meeting</p> <p>REGARDING LOCATION:            SPECIAL EVENTS and yearly Christmas and Annual Meeting Luncheons locations may differ each year and are selected by the President , the BOD and persons in charge of those events.</p> <p>PROGRAM LOCATIONS: In recent years, program locations have been standard (as follows);</p> <p>- Sept =Tin Mountain Conservation Center in Albany            - Nov = North Conway Community Center            - Jan, Feb, Mar &amp; May = Salyards Center in Conway            **Lunch mtgs are responsibility of Luncheon Committee</p> <p>Contract forms may need to be filled out for facility usage and insurance forms.</p> <p>Speakers are contacted by designated members of the committee. Information is shared via email until all programs are in place. A brief meeting is to be held to verify all dates, speakers, &amp; locations--and person responsible</p>
<p>May thru June</p>	<p>For matters, of publicity and publication of the MGC member annual booklet, all dates, program selections, and information on speakers should be in place by end of May-beginning of June for the following new season. (See above schedule.)</p> <p>Obtain from speakers: 1. a recent photo, 2. Biography, 3. Title of Talk, 4. Brief Description of talk.</p> <p>All of the above provided to Yearbook Chair for publication of the Membership Yearbook booklet</p>	<p>Communications with speakers:            Contact via phone--sometimes nice if you have a referral.</p> <p>Follow up with Email or letter.</p> <p>Have found that one of the biggest part of the job is staying intouch with speakers. Because such advanced arrangements are made, a note of reminder once or twice during the year is a good thing.</p> <p>* In September, when MGC booklet has been printed, send copy to each speaker, clipping page on which their program is printed.</p>



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**Event/Publication**

**Programs Time Line**

Click to Add a Time Category		
1 mos. ahead of monthly program	<p>Contact speaker again by phone and or e-mail. Make sure the speaker is clear on where and when the meeting is. Also that we are clear on what special arrangements or equipment might be needed for their presentation.</p> <p>*Payment check. How should it be made out? Notify treasurer. Treasurer will bring check to meeting.</p>	<p>Sometimes speakers are not quick to respond to our communication, but that is because most have full time jobs and are busy. Just need to keep on top of them.</p>
Day or two ahead	<p>Just touch base again. Get their cell phone number and give number of location or your cell phone incase of emergency. Double check on arrival time.</p> <p>Communicate with Treasurer to ensure check is ready to be given on the day of the program</p>	<p>During winter months, Jan, Feb, March we schedule a back up date in case of bad weather (when program is booked)</p> <p>*The member who is responsible of speaker, does the introduction at meeting, and also hands out check unless other arrangements have been made.</p>
Within 1 wk after presentation	<p>Send Thank You note on MGC stationery via US Mail</p>	

Rev.

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