

Program Vice President

- Courtesy Gift: obtain/maintain supply for speakers.
- Preside at meetings in the absence of the president and president-elect, and act for them in their absence or disability.
- Work with other board members on Women's Equality Day [WED] and Equity day in August and April, respectively.
- Perform such other duties as are requested by the president or board of directors.
- Determine potential expenses for the Budget committee. See item #10 in General Policies, re: budget and possible fees, honorariums, or reimbursement for expenses, for special speakers.
- Serve as chair of program committee.
- Contact suggested speakers, extend invitations and follow up with written or verbal confirmation.
- Consider panel discussions with several participants for some programs.
- Complete program schedule for the year before the September Open House and provide copy to the Directory editor for inclusion in the directory.
- Provide monthly program announcement to the *Bulletin*.
- Confirm final arrangements with speakers in a timely fashion, including checking need for special audio-visual equipment.
- Coordinate arrangements with social chair for meeting room facility, including need for podium, microphone and A-V equipment.
- Introduce speaker at meeting and follow up with a thank-you note after the program.

Skills: computer skills