

DUTIES OF THE CHAPTER PROGRAM CHAIRMAN

The Chapter Program Chairman shall:

1. Be appointed by the Chapter President. In some Chapters this is a responsibility of the Vice-President (or President-elect).
2. Arrange for speakers, entertainment, or key recognitions for each Chapter meeting.
3. Coordinate with the Chapter President for programs throughout his term.
4. Inform the Chapter Secretary and Newsletter Editor of up-coming programs so that announcements can be sent to the membership.
5. Send a thank-you note or some other recognition to the past speaker.

Note that, next to the Chapter President, the Program Chairman can be one of the most important position in the Chapter. Without good programs many Chapters have endured hard times or have disbanded. A good program is one of the most effective recruiting tools for increasing memberships. It brings the members to the meetings, urges them to bring guests and keeps the interest of the membership.