

Peace River Sail & Power Squadron

Job Description

Department: Administrative
Job Title: Meetings and Programs Committee
Reports to: Administrative Officer
Rank: Lieutenant

Purpose The Programs Committee Chair has the responsibility for arranging for speakers and/or interesting programs for Squadron monthly business meetings. Speakers/programs are generally not scheduled for Spring and Fall Picnic meetings, Recognition of Past Commanders meeting, Christmas/Hanukkah Holiday dinner, Annual Meeting and Elections, and annual Change of Watch.

Organization: The committee is led by a chairperson or co-chairpersons who report to the squadron Administrative Officer (AO). The Assistant Administrative Officer, assisted by the Administrative Officer, chairs this committee.

Chairperson(s) Duties:

1. Schedule speakers and or programs for monthly business meetings (see exceptions listed above) at least two months in advance to ensure programs are included in the Peace River Pilot and other publications in a timely manner.
2. Maintain a list of "short notice" programs that can be presented in the event a scheduled speaker or program cancels.
3. Determine speaker / programs requirements for IT (Information Technology) support and coordinating with PRSPS IT for Squadron equipment such as LCD projectors, laptops, etc. Contacting the manager of the business meeting facility (currently the Charlotte Harbor Yacht Club) to reserve use of their screen, PA system, and/or audio-visual cart.
4. Prepare for Commander's signature a "Thank You" certificate of appreciation to be presented to the speaker as a token of our appreciation.
5. Send an email report at the end of each month to Administration Officer of activities of the Committee.
6. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.

7. The chair will appoint one member of his committee as an assistant and mentor them, so they would be able to fill in if the chair is absent or ill. Records and reports should be maintained for use in the chairman's absence and for his successor

Revised: Oct 2016