

## SDGC Programs Chairperson

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The primary responsibility of the 2<sup>nd</sup> VP is the planning and execution of the club's monthly activities from May through December. These include the club luncheon in the summer and the holiday party in December as well as informational presentations and/or outings throughout the season.

Typically, this position would meet informally with a group of club members to brainstorm possible choices. Keeping information that is received (brochures, websites, newspaper, or magazine articles) for later review or passed on to the new chairperson.

Some considerations of venue selection should be relevant to the aims and interests of the club, cost, and distance. It's also important to try to find things we have not done before, although repeats can be popular if enough time has elapsed between them.

Once choices have been made it is up to the chairperson to contact the appropriate personnel to work out the details such as dates, fees (if any), equipment needed for presentations (if any), etc. When an agreement has been reached, the chairperson will follow up with a confirmation email, and include these events in our club yearbook.

As each event gets within a few weeks of the date, the corresponding secretary is notified asking her to send a club-wide email reminding member of the details. The email might also contain a reminder of the due date for payment of fees/tickets (some events have group meals and we need to provide adequate advance notice of numbers).

About a week or two prior to the event the chairperson will phone or email the contact person to re-confirm that we are coming and what time. Most events have a brief monthly club members meeting prior to the scheduled program. This needs to be communicated to the venue contact.

Coordination with the 1<sup>st</sup> Vice President is necessary in case hostesses are needed.

After an event a thank you note is sent to our contact along with a gift card if the presenter is an individual (versus the owner/employee of a business).