

Greenville Woodworkers Guild, Inc.
Position Description

Title: Program Chairman

PDE No.: 10
Revision: 2
Date Adopted: Aug 13, 2012
Resolution: 2012-33

General Responsibilities:

The Program Chairman is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and arranging for programs that are presented to the members of the Guild.

Authorization:

The Program Chairman is appointed by the Vice President, Educational Activities and serves at the pleasure of the Vice President, Educational Activities. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Program Chairman may appoint such assistants as may be necessary to assist with the duties of the Program Chairman. Any such assistants serve at the pleasure of the Program Chairman.

Specific Duties and Responsibilities:

- Develop a proposed calendar of events (including open dates). Include presentation subject matter for each monthly membership meeting and topics for at least two seminars and/or field trips each year. Secure approval of the proposed calendar of events from the Vice President, Educational Activities.
- Manage the calendar of events so that, in the event of cancellations or other unforeseen circumstances, substitute programs can be employed.
- Contact and arrange for qualified individuals to conduct each presentation and seminar.
- Act as the host for any non-member program presenters.
- Coordinate plans and activities with the Treasurer to insure timely collection and recording of fees associated with seminars and field trips using forms and procedures as defined by the Treasurer.
- Arrange for furniture, fixtures and equipment required for presentations and seminars.
- Perform all the duties incidental to the office of Program Chairman and such other duties assigned to such office by the Vice President, Educational Activities, President or the Board of Directors.