



DWC Program Chair

It should be noted that due to the overlapping of responsibilities, the Reservations Chair, the Newsletter Chair, the Hospitality Chair, the Restaurant Chair and the Program Chair shall work closely and seamlessly together.

The Program Chair shall submit to the Executive Board a list of suggested Programs/Presenters. The Executive Board shall have final approval of all Programs/Presenters. Note: Platinum Sponsors for the Club will automatically have the privilege of being a Presenter at one monthly luncheon meeting of their choice. The Sponsorship Task Force Chair/Co-Chair shall notify the Program Chair name of Platinum Sponsors along with the month(s) that they wish to present.

The Program Chair shall secure interesting programs/speakers for each general monthly luncheon meeting; with the exception of the December monthly luncheon meeting, as this is for the installation of Executive Board Members.

She will notify the Reservations Chair and Newsletter Chair:

- Name of Presenter
- Presenter's entrée selection

She will notify the Restaurant Chair

- Any special requests needed at the restaurant: such as an additional table. FYI: due to the limited availability of audio/visual equipment at most restaurants, all Presenters will be advised that they will be responsible for their own audio/visual equipment.

The Program Chair will notify the Newsletter Chair in a timely manner, in order that the following information can be placed in the newsletter:

- Name of Presenter
- Program details which can include a brief bio of the Presenter, photo of the Presenter, etc.

The Program Chair will also be responsible for:

- Communicating restaurant location and directions to the Presenter
- Welcoming Presenter at the meeting
- Introducing Presenter at the meeting; unless otherwise directed
- Sending a follow-up thank you note to the Presenter

FYI: The Presenter is not charged for the luncheon. The Presenter may have one additional 'assistant' or 'guest' at no charge. This information should be conveyed to the Reservations Chair, Hospitality Chair, Newsletter Chair and Club Treasurer. If the Program Chair is unable to attend the meeting, she will notify the President.