



Program Committee:

Board Member and Committee Chair – Bridget Pfaff blpfaff@gundluth.org

1. Plan educational programs for the chapter each year.
2. Solicit a host/hostess for each meeting.
 - a. Call/confirm with host/facility
 - b. Obtain directions for travel.
 - c. Obtain lunch information, arrangements and cost
3. Solicit speakers for each meeting.
 - a. Confirm time of presentation.
 - b. Obtain A/V, PowerPoint or internet connection requirements.
 - c. Confirmation of Speaker
4. Communicate the program information to the President for agenda preparation.
5. E-mail information to Secretary for membership distribution.
6. Generate and distribute thank-you letters to speaker.
7. Arrange for disbursement of honorarium.
8. Submit goals and objectives as well as the program for inclusion in the annual report.
9. Prepare annual budget.
10. Perform needs assessment of educational needs/interest of membership.
11. Evaluate previous program and additional needs.