

# **SAS Programs Committee Chairperson Job Description**

## **Overview**

The Programs Committee Chairperson is responsible for arranging the speaker for the monthly General Membership Meetings of the Sonoran Audubon Society (SAS). Coordination with the Newsletter Editor, Publicity Chairperson, and Webmaster are required monthly to insure adequate exposure of SAS programs and speakers. The Chairperson must also write the monthly speaker article for the newsletter.

The Chairperson is currently also responsible for the setup for the monthly speaker, the introduction of the speaker, and the presentation of the speaker's honorarium. The Chairperson is responsible for the storage of all SAS equipment for the meetings (e.g., slide projector, overhead transparency projector, etc.), and for bringing the necessary equipment to each membership meeting.

Other duties, such as making all room reservations for SAS at the Glendale Library have been done by the Chairperson to date.

**Reports To:** SAS President

## **Duties:**

- Arrange monthly speakers for General Membership Meetings (Sept - May)
- Provide a yearly Programs budget to the SAS Treasurer
- At the monthly membership meeting, setup for and introduce the monthly speaker
- Schedule Glendale Library auditorium as far in advance (usually one year) for monthly meetings (contact person presently): Susan Sander)
- Schedule small meeting room at Glendale Library as far in advance (usually one year) for monthly SAS board meetings, which occur year-round (contact person: Susan Sander)
- Ask monthly speaker for a biography and a picture that will tie into the presentation. Write monthly article about upcoming speaker/presentation
- Contact newsletter editor to publish monthly article about upcoming speaker
- Contact newsletter editor to publish speaker schedule as far in advance as possible (usually try to have entire program series confirmed by September newsletter)
- Create monthly announcement flyer for next month's speaker to be posted at Glendale Library (2 copies) and Hassayampa River Preserve (1 copy)
- Coordinate with SAS Webmaster to have the meeting/speaker schedule published on the SAS website, along with any presentation descriptions to be added to the website

- Coordinate with the SAS Publicity Chairperson to have the monthly meeting announced in various Valley media and newspapers
- Store all presentation equipment (projector, microphone, overhead transparency projector, etc.) and make equipment available upon request for other SAS events

### **Checklist for General Membership Meeting Setup**

- Prepare introduction for speaker
- Call Anne Owens at Glendale Library to confirm auditorium 24-48 hours prior to meeting
- Three weeks and one week prior to meeting, contact speaker with a reminder of date, time and location of meeting
- Bring & setup 35mm Slide Projector, Lens, Infrared Remote control
- Position podium for speaker
- Bring & do sound check of microphone
- Bring laser pointer, podium light, water glass for speaker
- Act as greeter and host for guest speaker
- Post announcement flyer (2 locations) for next month's speaker in Glendale Library
- Deliver announcement flyer to a Hassayampa River Preserve volunteer for posting (reliable contact: Lorraine Thompson)
- Purchase and bring honorarium T-Shirt or other gift to the monthly meeting and coordinate with SAS Treasurer to have honorarium check available for speaker if needed
- Write and mail a "Thank You" letter on SAS stationery to the monthly speaker (optionally include the Chairperson's business card)