

San Antonio Conservation Society

Job Description

PROGRAM

The purpose of the Program Committee is to coordinate programs and refreshments for each regular meeting. The December meeting is the annual San Antonio Conservation Society Christmas Party at the Steves Homestead. A program is not required for the June meeting.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval. Assign committee duties to members.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with Staff Liaison to coordinate all activities.
4. Include two Active (not on Board of Directors) and two Associate Members on the committee.
5. In cooperation with the President and Executive Director, develop programs for the general membership meetings, making a special effort to schedule interesting speakers and programs relative to our aims and purpose.
6. Provide refreshments for each general meeting (except the December meeting, which will be coordinated by the Hospitality Committee).
7. Coordinate with Staff Liaison publicity for the meeting programs in newspapers, television, magazines, etc. Note: General meetings are open to the public.
8. Submit general meetings schedule as determined by the President & Executive Director to the Administrative Specialist in time for inclusion in the current yearbook.
9. Note that annual elections are held at the general meetings in May. Active and Associate member sign-in is coordinated by the Membership / Volunteer Coordinator Chairman. Election materials and teller selections are coordinated by the President's office.
10. File a final report of the committee activities before the June general membership meeting.