

## **Duties/Job Description: MPS Program and Workshop Chair**

Gather information from the membership forms as to the interests of the membership.

Contact speakers and make arrangements for speaking and/or workshop dates.

Initiate a contract between MPS and each speaker establishing the program and/or workshop dates, fees and equipment needed.

Arrange with the Finance officer for payment of the program speakers on the night of their presentation. Pay the speaker.

Track all money expenditures and workshop registration fees.

Work within the yearly budget so that the expenditures from the workshops are covered by the registration fees of the participants. Utilize the Vicky Arnold Memorial Program Fund as a secondary resource to be used to cover exceptional program expenses, with Board approval.

Attend the monthly Board meeting.

Report to the membership about future events at the General meeting.

Handle workshop registrations at the General meeting.

Introduce the monthly program at the General meeting and assist with set up, as needed.

Send thank you notes to the speakers each month.

January 2014