



Comox Valley Horticultural Society

Position Description: Program Chair(s)

Duties include:

- Plans the Guest Speaker for the year (October to September, except July and December);
- Interviews potential speakers and research credentials and speaking history;
- Communicates with persons who may approach the CVHS to do a presentation and determines appropriateness of that person;
- Records requests or suggestions on potential topics from the membership;
- Sends out Letter to Guest Speaker;
- Informs Information Table of the Guest Speaker and topic as soon as arrangements have been finalized to allow them time to prepare the Information Table in time;
- Prepares an introduction to the Guest Speaker for the General Meeting;

- Emails the Publicity Chair with Guest Speaker information, including a truncated biography, summary of the presentation and a photo;

- Informs the Treasurer of the Guest Speaker's fee/honorarium plus any travel expenses and whose name the cheque should be issued to (see notes for current rates);

- Emails the Membership Committee of the Guest Speaker and if the Guest Speaker will be donating a door prize;

- Emails the General Meeting set-up committee if the Guest Speaker needs any special set-up such as extra tables;

- Arranges accommodation, if required by the Guest Speaker. Options are:
 - Anco Motel
 - B & B
 - CVHS members' home

- Informs the AV person of any audio-visual requirements indicated by the Guest Speaker;

- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (first Wednesday of every month except July and December).