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**Comox Valley Horticultural Society**  
Position Description: Program Chair(s)

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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/E-mail to Guest Speaker;
- Informs Web Administrator and Membership Chair of the Guest Speaker and topic, and provides guest speaker Bio, as soon as arrangements have been finalized to allow them time to post the information (this should be done at the beginning of the month they are speaking in);
- Prepares an introduction to the Guest Speaker, and introduces the Guest Speaker at the General Meeting;
- Emails the Publicity Chair with Guest Speaker information, including a truncated biography, summary of the presentation and a photo (this should be done at the beginning of the month they are speaking in);
- 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 Chair of the Guest Speaker and if the Guest Speaker will be donating a door prize;
- Emails the President and Vice-President if the Guest Speaker needs any special set-up such as extra tables;
- Arranges accommodation, if required by the Guest Speaker.
- Informs the President and Vice-President 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.