**South Surrey Garden Club –Programme Committee Duties**

**Chairperson** Effective January 2017

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| **Attend**  Executive Meeting (monthly).  Programme Committee Meetings (monthly). Set dates and venue. Prepare agenda. Send out email reminders to committee. Notify local newspapers.  Monthly General Meeting (announce upcoming events and publicise in newsletter)  Annual General Meeting |
| **Minutes and Records**  Work with record keeper on the minutes.  Ensure that the committee documents are updated regularly on the web site.  Provide new members with an updated version of our manual. |
| **Budget**  Work with Executive to set an annual budget.  Work within the allocated budget with the Treasurer  Obtain a petty cash fund from the Treasurer if needed. |
| **Speakers**  Work with committee using “Guiding Principles” to select annual speakers.  Speakers are chosen and organised approximately one year in advance. Include speaker selection on the Programme Committee agenda, follow-up with committee on confirmed selection.  Ensure members are notified of upcoming speakers.  Obtain BC Council of Garden Clubs speaker list and recommendations.  Maintain an active update of speakers at each meeting, including evaluation of speaker. |
| **Open Gardens**  Assist the Open Gardens organiser as required and keep updated.  Ensure club members are notified about open gardens by email and in the newsletter. |
| **Workshops and Field Trips**  Discuss and obtain suggestions for workshops and field trips at committee meetings. Assist when required.  Contact club logistics for tables, chairs, etc. if needed.  Ensure club members are notified about workshops and field trips by email and in the newsletter. |
| **Suggestions and Questionnaire**  Note any comments and suggestions from club members. |

**ASSISTANT CHAIRPERSON**

Attend Executive, Programme Committee and General Meetings.

Work closely with Chair on all aspects of the committee.

**PAST CHAIRPERSON**

Pass on knowledge and information,

Mentor chairperson and Assistant Chairperson.