

## DUTIES OF SSGC PROGRAM COMMITTEE CHAIRPERSON

The Committee consists of Chair, Vice-chair, Past-chair and at least 5 assistants.

### The Chair:

1. Attends Program Committee, General, Executive Committee and Annual General Meetings. Gives reports when required and keeps committees informed and updated.
2. Works with Executive to set an annual budget and works within the allocated budget.
3. Announces speakers and events at General Meetings.
4. Becomes familiar with the Program Committee Manual as regards financial, procedural and legal aspects of the activities of the Program Committee.
5. Delegates committee members to:
  - a. Arrange speakers. Consider requests and network with members regarding speakers. Notify Logistics regarding speaker presentation requirements.
  - b. Schedule Open Gardens by liaising with willing members.
  - c. Develop, implement, monitor and evaluate workshops and field trips according to interest by club members and in accordance with the committee manual.
  - d. In planning and carrying out meeting presentations, open gardens, field trips and workshops, give special attention to:
    - i. Following payment requirements determined by the Executive and outlined in the Program Committee Manual and notifying the Treasurer of payments required.
    - ii. Adhering to the PIPA Disclosure of Information policy.
    - iii. Confirming with the Treasurer that insurance coverage under the BC Council of Garden Clubs is applicable to specific events.
  - e. Provide Newsletter Editor and Communications Chair/Webmaster with information about speakers, open gardens, field trips and workshops for publicity purposes.
  - f. Keep minutes and records of Program Committee meetings. Update records regularly on the SSGC web site.
6. Ensures that Program Committee manual is updated for distribution to new committee members and incoming Chair.