

PROGRAMMING CHAIR STRUCTURE & PROGRAMMING REPORTS



Importance of a strong programming chair, necessary to attract and maintain members

- The RD should be a close advisor, not the programming chair.
- Ideal to have 2 (Co-Programming) chairs; separate the responsibility, divide and conquer.

Programming chair responsible for:

- Creating an annual programs calendar, creating budget, planning and executing events, completing all paperwork once program is complete, and notifying the RD of successes/losses.
- Highly suggested to have a programming committee. Support the programming chair and make execution less cumbersome.
 - Committee members can change with different events and depending on member's expertise.
 - Committee is a great way to get new members involved and engaged right away.

PROGRAMMING REPORTS ARE MANDATORY



Reports are necessary to keep your DD and NY in the loop on up-coming programs.

Eliminate surprises with fluid communication.

- Programming calendars should be sent to your DD twice a year to show upcoming, forecasted events.
 - Jan. 30 – re-cap of prior six months (July- Dec)
 - June 1 – submit calendar of events to DD for the upcoming six months (July – Dec)
 - June 30- re-cap of prior six months (Jan- June)
 - Dec 1 – submit calendar of events to DD for the upcoming six months (Jan- June)
- Allow time for your DD and NY to review your calendars and if there are any questions regarding protocol, program viability, etc prior to hosting event, ... Please reach out ASAP to your DD to discuss.

RECAP EVENTS

- After event use reports to re-cap the successes and weaknesses, review the budget, and give re-cap to the Treasurer/RD for their records.
- Every event should be evaluated for its success and failures. This ensures better future programming.

**PROGRAMMING CHAIR IS ONE OF THE MOST
IMPORTANT ROLES ON THE BOARD!**



CHOOSE WISELY AND MAKE SURE THAT THEY GET THE SUPPORT
THEY NEED TO EXECUTE EFFECTIVE AND ENGAGING PROGRAMMING!