

The Polish Genealogy Society of Minnesota (PGS-MN)
Program Committee Chair - Job Description

The Program Committee Chair is responsible for oversight of the Program meetings for the PGS-MN membership, ensuring they are well-planned and organized.

Interests/Skills/Talents:

- Member in good standing of the PGS-MN
- Strong organizational skills
- Attention to detail and follow through
- Creativity in seeking ideas for speakers and topics

Responsibilities:

1. Solicit committee members and lead program committee meetings to determine work of the committee and delegation of duties among committee members.
2. Determine dates and times for six program meetings each year (typically the first Saturday of March, April, May, September, October, November). Determine if the meetings will be held virtually, on-site at MGS, other location, or a combination, with input from the committee.
3. Seek input from membership on topics and speakers of interest for program meetings.
4. Research the community and internet for potential speakers and topics.
5. Secure topics and speakers for the six program meetings and divide responsibilities among the committee members.
6. Maintain a procedure for the committee to ensure all details are met for each program.
7. Maintain contact with committee members via meetings, emails, individual phone calls, etc, to ensure all have current knowledge of the status of programs.
8. Provide website chair and newsletter chair with dates, topics, speaker names as soon as they are known so the information can be placed on the web site and in the newsletter.
9. Provide website and newsletter chairs with more detailed descriptions of individual programs at least two months before the program is to take place for marketing purposes.
10. Coordinate with Membership Chair in sending email program meeting notices and other announcements.
11. Plan and manage the annual speaker honorarium budget (if applicable). Expenditures beyond this must be approved by the Board of Directors.
12. Provide a report of committee work for Board of Director meetings, either in person or by written report.

13. Provide annual report of programs held in the previous year and attendance.

February 2022