

## **Program Chair Job Description—Details**

*Reviewed April 2023*

The Program Chair's job is to provide exciting, interesting programs to educate our members. The goal is to make meetings a place where a person is sure to learn new things, encourages them to get active in their research, and where they can make fruitful contacts. Member addition and retention is a way to tell if you're being effective as a program planner.

In the past, the job involved putting on a yearly seminar, besides the monthly meetings. Budget constraints have eliminated the big seminar, so the focus is now on making the monthly meetings the best they can be. The society has also done field trips.

### ***Program Ideas***

Watch the WSGS Thursday blog and notice what speakers and subjects other societies are using. Also keep your ears open during the year for ideas and expressions of interest.

### ***Meeting Time***

In 2015 we began having our meetings at 2:00 p.m. on the second Monday at the Douglas PUD Auditorium. The PUD now has online sign-up, but you still must contact them exactly a month in advance to secure the room—they will not reserve a recurring date for us. Auditorium Booking is under Quick Links on the very bottom left of their home page.

### ***The Schedule***

Book your speaker a month out or more. Be sure to adhere to their recording policies and wishes concerning displaying any handout. Give the speaker the meeting Zoom information a week before the meeting.

Write up your meeting flyer. Refer to the Publicity job description for further publicity duties.

***WAGS connects, collects and protects family histories.***