

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

*Reviewed October 2024*

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 and Place***

We are now meeting at 2:00 p.m. on the second Monday at the FamilySearch Center at 667 10<sup>th</sup> Street NE in East Wenatchee. This is an unscheduled time for the FS Center, so we do not have to reserve the room each month; however, we do send them a meeting flyer (see Publicity).

### ***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.***