

Wenatchee Area Genealogical Society

Job Description

## **Program Chair**

*Reviewed October 2024*

1. Provide educational and relevant programs for our monthly Zoom/hybrid/roundtable meetings.
2. Be the contact person for the meeting locations, handling any scheduling, user agreements, or other communications.
3. Communicate with the speakers and see that they receive the Zoom meeting address.
4. Communicate with WAGS technology people to provide any internet connections the speaker may need and to arrange for recording.
5. Provide information about upcoming programs to the website, the president for the Prez Letter, and to the publicity person in a timely fashion.
6. After the membership meeting, make an entry in Membership Meeting Highlights under Members Only on the website. Give a short summary of the meeting, including the speaker's website; plus the handout and recording (noting how long it will be accessible).

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