

MGANM Program Chair

Job Description

Job Summary:

Works alone or with others to arrange educational programming for MGANM Membership meetings 6-7 times each year. Usually in February, April, June, July, August, September and November. Programs are generally an hour in duration, however 45 - 75 minutes is also acceptable. Speakers are to be on a variety of timely subjects and well-qualified to speak regarding scientifically or researched-based horticultural or environmental topics.

Job Duties:

1. Attends MGANM Board meetings for brainstorming and to gather suggested program topics and speaker ideas.
2. Recruits committee members to assist with program schedule development.
3. Arranges speakers on relevant topics.
4. Attends membership meetings to welcome speakers and introduce them to the group.
5. Assists with room set-up and arranging for appropriate technology to assist the speaker with their presentation.

Draft
3/13/16