

PROGRAM/REFRESHMENT COMMITTEE POSITION DUTIES

Draft 10-13-2008

General Overview: The position is to engage speakers for the monthly MMGA meetings and to remind those who have signed up to bring refreshments for the meetings. This should be a small committee, possibly a Chair and Co-Chair and additional members needed to fulfill the requirements. Months featuring speakers are January, February, April, May, June, September and October.

Special event meetings are March (annual seminar), July (Fair setup Pizza party), August (Garden Tour appreciation dinner) and November (Thanks for Giving). **A separate committee will handle arrangements for the annual seminar and dinner.**

There is no meeting in December.

Duties: Speakers and the topic for each meeting are lined up for the entire calendar year. The schedule of meetings should be provided, in January, to the editor of the Membership Directory, for inclusion therein. Each month the speaker for the upcoming month is contacted by phone and/or e-mail with a follow up reminder being made the week preceding the meeting. Speakers for the following year can be lined up if the opportunity presents itself. Since October is the last month of the year that has a speaker, the line up for the following year should be done near that time. In most cases, monthly speakers do not receive compensation, however, travel distance and transporting of educational materials should be considered in awarding a stipend.

A sign up list is passed around at the September meeting for members to sign up to provide the refreshments during the following year. The two (2) people who signed up to bring refreshments are to be reminded about 2 weeks before the meeting by e-mail/phone. A reminder can be made the Friday before the meeting. Those bringing refreshments should also bring any plates, spoons/forks, napkins, etc. that may be needed. Members are responsible for bringing their own beverages.

Make sure the appropriate type and number of tables and chairs are available in the designated meeting room. Advise AG Hall set up committee chairperson if there is going to be an unusual room layout for the meeting.

After the meeting, someone from the committee sends those providing the refreshments a “thank you” note. A similar note is also sent to the speaker(s).

In October or early November a request is to be provided to the fair office to reserve meeting locations for general membership meetings to be held on fair property during the next year. Confirmation of the agreed to building schedule shall be provided to the Board of Directors at their November meeting.

Notification to Members: MMGA members are notified of the speakers/topics in *The Broadcaster* and by a monthly e-mail reminder to all members. This reminder is sent either Wednesday or Thursday of the week prior to the meeting. Information for *The Broadcaster* should be submitted before the 15th of the month preceding the speaker (or longer before if confirmed).

Education Hours: MMGA members attending a meeting which features a speaker may count two (2) education hours for that meeting. These hours go toward fulfilling Purdue’s six (6) hour annual requirement.

Reports/Records: Regular communications are to be maintained with the assigned board liaison. These communications should include periodic status reports, recommendations for changes, annual budget input, etc.

An annual budget, with a break down of estimated expenditures, is to be prepared and presented to the Board at their August meeting. The proposed budget shall be provided to the Board Liaison who is responsible for obtaining budget approval from the Board.