

Position: Program Officer

Two Program Officers are usually elected to the club committee each year. The Assistant Treasurer may also act as a Program Officer.

Effective Program Officers are vital to the club's success and growth. Securing interesting and varied guest speakers is critical to keep members coming back for more.

Overview of Duties

Encourage and enthuse new ideas and suggestions from members by conducting an annual review of program events for feedback and improvements to the programs.

Take note of what other clubs are doing ~ an effective way is to have Delegates provide a list of outings that their clubs have experienced.

Organise and implement a program of events at least 6 months in advance; These may include *Special Fund raising events* like fashion parades, auctions, market days etc.

Inform club committee and members of arrangements for forthcoming events and outings by providing and presenting a thorough and concise report at each club and committee meeting, making sure to include the cost, venue, mode of transport and pick up points and the time. It is also a good idea to give an estimated time for return.

Be conscious of costs as some events can be expensive

Not necessary to organise an outing/function every month

Important to NOT have outings etc near the Zone Conference, Gala or Convention.

Display and keep an up-to-date Function Book, either by a separate table at the meeting or delegating a person with the responsibility of making sure that the book is shown at each table.

Club newsletter is the ideal way to communicate with members. Include all details of function/outing.

Collecting money from members: For payment for Zone Conferences and Galas make a list of members and collect monies for the Treasurer to receipt and bank. In the case of a trip away where there is considerable cost involved, a non-refundable deposit is to be paid and an understanding that with full payment being made, should the member have to cancel, a full refund is dependent on the cancellation policies of the coach company/motel etc. Preferably members can be requested to take on the responsibility of finding a replacement.

Work with the Club Treasurer to collect money from members for events.

Liaise with the Club Secretary, who will advise National Office of event details and number of members attending for **Insurance purposes**.

Assistant Program Officers can be utilised at Club Meetings to sell Raffle Tickets, or act as Hostesses.