

Second Vice-President/Program Chair Description

According to Chapter Constitution

“The Second Vice-President, in the absence of the President and the First Vice- President, shall perform the duties of the President. In addition, the Second Vice-President shall be the Program Chairperson.”

Mission - provide interesting educational programs for nine monthly meetings

PLANNING MEETING

At the planning meeting held in May, the program chair presents the basic outline of programs to the board for their approval. Once the programs are approved, the Publicity, Web Page, and Yearbook people receive the program information for the full year. In addition, the program chair each month prepares program information for the chapter newsletter. Sue Taylor puts the newsletter together and will let you know the deadline date.

PLANNING CONSIDERATIONS

- The program committee has an annual budget, so cost of programs needs to be considered.
- Local artists and members can be used for September and October when meeting attendance is lower.
- Programs should be cultural and teach something related to Japan.
- The December program has been popular as a holiday potluck luncheon. Hospitality arranges the lunch. In 2019, we had a container exchange and a musical Shakuhachi performance, which the Program Chair organized. In past years, a fundraiser was sometimes held.

-The Program Chair should follow up on arrangers and demonstrators at least 1 month in advance. Discuss what they want the floor plan to be, and any special needs they might have. If they are coming from out of town, hospitality needs to be arranged. On the day of the program, introduce the speaker and thank them afterwards. If you like, a thank you note can also be sent by email.

-For all programs, the room at COTH needs to be set up. There are floor plans available for general meetings, holiday meetings, and workshops. You need to work with your different presenters several weeks in advance so that COTH sets up correctly. In the past, Monique Noujiam and Bet Groshong have been the liaisons with COTH.

-The Program Chair is also responsible for the organization of our annual luncheon and demonstration. This involves many details and it would help to have someone assist you with this event. In 2020, the demonstration was presented by Valerie Eccelston Executive Master of the Ichiyo School. Jeanne Houlton helped with all areas of the demonstration, and the Program Chair took care of the luncheon. A new place was needed to have this affair in 2020, which required shopping around for the most appropriate place. Part of this event is a basket raffle and \$785 was made in 2020.

HOW TO FIND PROGRAM IDEAS

Consult with people in your school and with past chapter presidents. Check the newsletters of other chapters. Check the Chapter 65 newsletter for the last two years to generate new ideas and to avoid duplication of recent programs. Jeanne Houlton is a good source for ideas and for information on prospective presenters. Blogs, internet sites, and newspapers can also be helpful.