

The PROBUS Club of Milton

PROGRAM DIRECTOR

January 2025

Responsibilities:

The Program Director is a member of the Management Committee and is responsible for arranging interesting programs for the Club. This is one of the most important and challenging assignments in a PROBUS Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. And, as such, it has been deemed necessary to have two individuals hold the role of Program Director, with each director's timeline assigned to overlap for two years, so there is one experienced director and one novice director at all times.

Duties:

1. Aim to arrange a varied program three months in advance. Attend Management Committee meetings and provide a list of future speakers.
2. Give Communication Directors (Newsletter & Website) a list of future speakers each month for the information of members.
3. Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of PROBUS.
4. Ask speaker for the title of the talk and biographical note (for the information of the Communications Directors –and the member chosen to introduce the speaker).
5. Follow up with an email? confirming the arrangements, setting out details of location, time, length of address (up to 45 minutes plus question time), transport arrangements, and your contact telephone number.
6. Follow up with reminder telephone call/e-mail about five days before the date of meeting, checking on any special arrangements, equipment required (blackboard, screen, video) and confirm any transport arrangements.
7. Ensure Property Director is aware of equipment required and is able to provide what is needed.
8. Greet speaker on arrival, introduce to President and member who will be introducing the said speaker.
9. Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present an honorarium. If the speaker does not wish a fee they may chose a charity of their choice to have a donation made to
10. Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared, but be sure that you have more than one reserve speaker.
11. Annually review the Program Director's job description and present recommended changes to the Management Committee for approval.