



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of Programme Chair

Term: Two Years

The Programme Chair will be responsible for securing Guest Speakers for each General Meeting. A Programme Committee should be organized to utilize each member's unique pool of resources and connections to secure a dynamic speaker to meet the needs of the General Membership.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership Meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and provide reports.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Provide the President with any information regarding upcoming Guest Speakers to encourage enthusiasm and potential increase in attendance at the next meeting. Information will be shared at the close of each General Meeting.
- Any proposed list of speakers should be reviewed by the Executive prior to securing the speaker.
- In partnership with the Communications Chair, provide a brief biography of the Guest Speaker or a description of the Programme to be included in our monthly newsletter, website and media coverage.
- In partnership with the Communications Chair and the Scholarship Chair, work to ensure that sufficient exposure is given to Programmes and Scholarship fundraising events, such as the yearly Christmas Auction, to promote full participation from members and guests.
- The Guest Speaker's dinner will be paid for by BWN.
- During General Membership Meetings, introduce the Guest Speaker using a brief bio they have provided for you or one that you have compiled (with the Communications Chair, if required). Also, thank the Guest Speaker and provide a cheque prepared by the Treasurer.
- Provide a prompt Thank You note to be sent to the Guest Speaker's residence noting any comments shared by the General Membership. The note can be provided and forwarded by the Programme Committee Secretary. In partnership with the Communications Chair, provide a photo(s) for the speaker's portfolio.
- The Programme Committee should consist of a minimum of 5 members, including the Programme Chair. One of these 5 members will be appointed Secretary of the Committee and will be responsible for writing and maintaining all correspondence regarding Programme.