

Maxwell-Gunter Officers' Spouses' Club

Program Chairperson

Job Description

Reports to 1st Vice President

- Read and comply with MGOSC Expectations for All Board Members
- Receive key to MGOSC Storage Closet from 1st Vice and return the key at the end of the year.

Monthly Functions:

- Plan all monthly MGOSC functions from August-May, with the exception of the Silent Auction. The Silent Auction will be planned by Ways & Means; however, they may request assistance from Programs regarding planning for the Club (i.e. Club reservation, food, layout, etc).
- Coordinate with the President and the 1st Vice President on your yearly plan for Programs. The schedule of Programs planned for the year should be your first Board Report.
- Programs are generally held the 3rd Wednesday of each month. Check for conflicts with holidays and also school breaks for the Maxwell, Montgomery and Prattville School Districts. Secure the dates for the year by submitting them to the Maxwell Club as the dates fill up quickly. Remember, we can be bumped for an Official Military Function so be flexible with your locations. A program planned for the Ballroom may have to be moved to a different room in the Club or even to a different location on or off the Military Facility.
- You will need to meet with the Club Manager/Catering Manager to arrange the menu, linen choices and room layout for each Luncheon. You will also need to let the Club know if you will need a podium and microphone, or if you will be using the stage so they can make sure it is cleared and ready for you. You will need to provide the club with a copy of the room layout.
- Contact Publicity Chair, Briefing Editor, Webmaster and Facebook POC monthly to ensure they have all the current information on each monthly function and inform them of any changes.
- Plan to arrive early the day of the function to ensure all details are in order.
- Programs will plan the Special Activities Coffee (August). Coordinate with the Special Activities Chair as needed.
- Programs is not responsible for the Silent Auction social, although you may be asked to assist the Ways & Means Chair with this function. This month may vary and will be decided by the current board.
- Purchase prizes for Bingo and Bunko Functions. Budgeted funds may be obtained from the Administrative Treasurer to purchase the prizes. All monies spent must be accompanied by receipts attached to a voucher and returned to the Administrative Treasurer. It is good to maintain a record of items purchased in the Programs Notebook.

Guest Speaker/Performers:

- Start early with contracting those who will be speaking or performing to ensure commitments for program dates.
- If the guest(s) speaks or performs, a monetary or purchased gift should be presented at the luncheon. If the speaker is promoting their business, then inviting them as our guest for lunch is enough, unless the speakers' fee is agreed upon in advance.

- Contact the Visitors Center 48 hours in advance of a luncheon to arrange for the guest(s) to get on base. Meet or arrange for someone to meet the guest(s) at the gate on the day of the luncheon if necessary. The guest must provide to Security Forces a copy of their driver's license, proof of insurance and vehicle registration if they are the driver and passengers must show proof of identification.
- Prior to the luncheon, contact scheduled speaker/group to finalize preparations. Ask if there are any special requests, e.g. dressing room, microphone, display tables, etc. Submit request to Maxwell Club or make arrangements to secure anything not provided by the club.
- Prior to reservations deadline, contact Reservations Chair with luncheon reservations and nametag requests for speaker/guest(s).
- The guest(s) should sit with you at your table or at the Head Table if there is one.
- Submit names and addresses to those persons who are to receive thank you notes to the Secretary.

Budget/Storage/Centerpieces/Door Prizes:

- The Programs budget is directly dependent on the number of MGOSC paid members. It is set at the beginning of the year based on estimates and revised in January. All money collected for Memberships are to be spent on the Membership. Monies should be split evenly for all social, with Bunco and Bingo typically \$1000.00 minimum each.
- Centerpieces are generally used as door prizes to avoid storing them. As themes change from program to program and year to year with the exceptions being: August- Special Activities Coffee, October-Bunko and April-Bingo.