

Speaker Chair Responsibilities:

The process is:

- An email is sent to the Speaker Chairperson approximately 1 month before their assigned date with the details
- The email also includes a request to reply back to the Program Chair and Public Relation chairperson as to who is the planned speaker for publication in the newsletter.
 - **This step is crucial** for the member to complete so the necessary groups are aware of the scheduled speaker.
- If the member is unable to locate or schedule a speaker, the program committee asks that member to reply and let the committee know as they are willing to assist.
 - These actions **MUST** be completed 2 weeks prior to the speaker date.
 - If a response is not received, an email to ALL members will be sent requesting any suggested speakers/program recommendations to attempt to schedule.
 - Members please send speaker suggestions to the Program committee or keep them in mind in case there is an instance where another member needs assistance.

Please let the Program committee know if there are any questions/concerns/thoughts for additional enhancements to this process. Thank you for all you do to make each meeting a success!