

The Nature Artists' Guild of The Morton Arboretum Program Chair Job Description

The Program Chair is responsible for coordinating programs for the Guild's formal meetings.

This involves scheduling speakers/presenters for five formal meetings. Currently, four of those meetings feature an artist from outside the Guild; one meeting features demonstrations by 3-4 Guild members.

Specific responsibilities:

- Work with Suzanne Wegener, Arboretum Liaison, to identify potential speakers. (Suzanne has a lot of good ideas and connections; the Program Chair does not have to be the one to come up with all the ideas.)
- Contact and schedule potential speakers.
- Handle paperwork (get contract signed and submitted to Liaison, coordinate with Treasurer to get honorarium check delivered to speaker.)
- Check with speaker before the meeting to confirm arrangements.
- Arrive before meeting to meet speaker and make sure that everything is set up
- Introduce the speaker at the beginning of the meeting. (anyone who is interested in taking on this position but is not comfortable with public speaking - the president would be happy to do the introduction as long as she is given a written copy.)

Additional considerations:

- This year, we have members other than the Program Chair coordinating paint-outs. The board is open to keeping the responsibilities for paint-outs separate from the formal program functions. We are open to ideas about different ways to share or spread out these activities. For example, two members could share this position.
- While attendance at monthly executive board meetings is desired, it is not mandatory, and the board would be happy to work with someone who cannot attend all of the meetings.
- We already have programs scheduled for 2008, plus one committed for 2009.