

Program Coordinator**Job Description****Duties and Responsibilities**

- Attend Executive meetings
- Arrange programs for each monthly meeting except June. Consult web database for program ideas from members
- Update calendar on website with dates and program info
- Advertise current program information and upcoming program information in Loomsong and at meetings
- Send out reminder of program to email list
- Introduce guest and thank her/him at meeting (before and after program)
- Followup:
 - Write Thank You letter and arrange for payment to non-members (Honorarium)
 - Write program report each month for Loomsong
 - Assist program guest in setting up and repacking, if required
- Write an annual report for the May issue of Loomsong

The Program budget is established at the June Executive Meeting. The budget has been approximately \$100.00 per year for program Honorarium and \$50.00 per year for supplies used in demonstrations or mini-workshop type programs.

Members do not receive Honorariums. An Honorarium of \$50.00 is given to a non-member of ASH presenting a program at a regular meeting. \$10.00 will be paid to a non-member presenting part of a program. If the Honorarium is refused, the sum may be donated to the Library fund to purchase new books. Other suggestions are welcome. Note: A museum staff member cannot receive a Honorarium for a program.

The length of a program should be about one hour, but not exceed one and a half hours. The program should be scheduled for after coffee but in some instances can be before the Business Meeting or before coffee. Check with the speaker to see if they have a time constraint.

The Program Committee usually consists of four members. The first meeting should be held in the summer once the Committee has been formed. At this meeting, decide which members should be responsible for the following:

- To prepare a program,
- To introduce and thank the guest,
- To write a letter of thanks to a non-member, or if the speaker is a member, write and acknowledgement in Loomsong, and
- To write the program review in Loomsong.

One person may be responsible for all of the above, or duties may be shared.

The last meeting in June usually is a Pot Luck Supper. The Chair should ask for volunteers to host the pot luck at their home. There is no business meeting or program.