

Programs

The Program Chair is responsible for establishing and coordinating the Club's Programs.

Specifically, the Program Chair:

- Plans and schedules all programs for the year.
- Introduces the Program and presenter at the General Meeting.
- Establishes relationships with presenters and vendors.
 - Sends contact email to presenters and vendors.
 - Sends confirmation email to presenters and vendors.
 - Sends reminder email to presenters and vendors.
 - Sends, or has Secretary send, thank you email to presenters and vendors.
 - Help the vendor/presenter keep to the scheduled time.
 - Have a back-up plan if the vendor/presenter fails to show up.
- Attends the quarterly Southern California Regional User Group (SCRUGS) meetings held in La Canada which is a primary source of vendors/presenters for Programs.
- Represents the Club to APCUG (Association of Personal Computer User Groups).
- Coordinates with the Club's Microsoft Mindshare Chairman for annual program.
- Coordinates with the Club's Association of Personal Computer User Groups (APCUG) chairman.
- Meets the vendor/presenter and helps them set up.
- Prepares a calendar of the programs and emails to the Board members four days prior to the monthly Board Meeting so that it can be included for discussion and in the Newsletter.
- Deals with offers of products for review from established relationships as well as unsolicited offers which arrive in member's email.
- Participates in Board Meetings