



Job Descriptions

STC Manitoba Information Line: (204) 954-0011

Program Chair

A voting position.

Also see *Basic Responsibilities of All*.

Main Duties

The main responsibility of this position is to plan and coordinate the program at each monthly chapter meeting.

Responsible for the Meeting Coordinator and Professional Development Committee Chairs.

Act as the executive contact for the Meeting Coordinator and Professional Development Committee.

Specific responsibilities

**Time
required**

As soon as the election results are announced, contact the outgoing Program Chair to find out if any arrangements have been made for the September meeting.

As early as possible, plan meetings for October to September of the following year to help the next Program Chair:

- get a copy of STC Manitoba letterhead for the Program Committee. Electronic versions can be created in many formats.
- set the program for the year, even tentatively, remembering that many people are away in the summer
- collect ideas for speakers (see Program Chair's binder for suggestions)
- decide on possible formats, topics, and speakers
- if possible, see if anyone has heard the speaker before
- have some backup speakers or activity ready

When contacting potential speakers, discuss their expectations for compensation. Normally, our speakers are not paid. They are invited to dinner and we offer them a small gift to express our thanks. There have been exceptions. For example, in the past, we have made a small donation to a specified charity. We agreed to the request that we include an organization's name in any announcement for a speaker. We paid a fee that was reimbursed later.

Job Descriptions

Program Chair

Specific responsibilities

Time required

If there are valid reasons for paying a speaker, bring them to the executive for discussion.

If appropriate, contact the Membership Database Administrator to add the speaker's name to the database. Include the reason for considering the addition (for example, there may be a reason to keep this information even if the program doesn't materialize).

Advertise the planned program with a brochure or page, announcing the program as far as it is set:

- if the program is tentative, announce that the program will be updated as speakers or events are confirmed.
- publish the program in the newsletter
- have these sheets on hand at the monthly meetings
- make sure other chairs and committees have up-to-date programs
 - Membership Chair includes them in the membership information packages
 - Public Relations Committee uses the program

Once a speaker has agreed to take part:

- send a letter using STC letterhead confirming the date and any special arrangements. See the sample in the Program Chair's Binder.
- contact the Meeting Coordinator to make arrangements for any equipment the speaker needs, for example, overhead projector and screen
- provide the Meeting Coordinator with a brief bio of the speaker and a description of the speaker's topic

Prior to the monthly chapter meeting:

- bring a wrapped gift to the meeting to present to the speaker
- find volunteers to
 - introduce the speaker (possibly the person who suggests them)
 - thank the speaker
 - write a summary of the program to submit to the next newsletter

At the monthly meeting, sit with the speaker during the dinner, make introductions, help them feel at ease, etc.



Job Descriptions

Program Chair

Specific responsibilities

Time required

After the monthly meeting:

- send a thank-you letter using STC letterhead (see the sample in the Program Chair's Binder)
- if appropriate, contact the Membership Database Administrator to add the speaker's name to the mailing list for the next newsletter. Unless there is other involvement with the group, send only one newsletter.

Monitor the supply of gifts. When it reaches a minimum, order more from the supplier (currently Wildrose Pottery of Dugald, Manitoba).

Tasks by month

May (incoming)	Coordinate with the outgoing Program Chair regarding the September program. Ensure a meeting coordinator is in place and that person has the contact information for the dinner meeting venue(s).
June–August	Establish contacts with potential speakers. Prepare a program schedule with finalized programs for the remainder of the year.
September–April	Provide speaker and program information to the Newsletter Editor for inclusion in <i>Manuscript</i> and to the Public Relations Chair for announcements in the local media. Media outlets need long lead-times for announcements. Coordinate with the Public Relations Chair to ensure that program announcements are timely.
October November December January February	Typically, in February or March, the monthly meeting is a tour of a facility that is of interest to technical communicators. There is no dinner meeting if we're having a tour, although members frequently meet for a social dinner at a nearby restaurant.
March	
April	
May (outgoing)	Ensure that a program has been prepared for the September meeting, and coordinate preparation for that meeting with the incoming Program Chair.

Last updated: June 8, 2006