

Program Committee

Composition: 3 - 4 members

Meets every three months to plan programs for next three months

It is the responsibility of the Program Committee to have a planned program for each meeting. Since a program can cancel at the last minute, the committee also needs a back-up program "waiting in the wings."

Recommended policy of operation

1. Meets four times each year to plan twelve programs for subsequent quarter. Thirteenth meeting is a program by a chapter member who is the back-up speaker in case a program cancels at the last minute.

Meet	for	Quarter
May		July-Aug.-Sept.
August		Oct.-Nov.-Dec.
November		Jan.-Feb.-Mar.
February		Apr.-May-June

Before each quarter's planning meeting check with other major committees for their special program needs.

2. Check with Social Committee in advance for dates for any meetings to be canceled because of a social planned for that quarter.
3. Select a variety of programs for the quarter such as:
 - a. City, county, state officials on a current issue.
 - b. Sports figures.
 - c. Musical.
 - d. Business information.
 - e. Chapter members with special interests.
 - f. Planned visitations of district and national officers.
4. Ask each member of the committee to furnish programs for specific dates.
5. Committee member reports success to chairperson. Note: Date conflicts may occur which have to be adjusted.
6. Chairperson writes a letter to the speaker to confirm the date and thank the individual for making time to give a presentation.
7. Before the quarter begins, the chairperson gives the newsletter editor list of planned programs.

8. Committee member calls the speaker two weeks in advance of scheduled appearance for reminder and gets introductory profile. He or she passes a brief sketch on to the newsletter editor to build attendance for that meeting.
9. Committee member arranges to meet and host speaker prior to meeting and make introductions.
10. Publicity chairperson takes a photograph of the speaker for the newspaper and/or scrapbook.
11. Chapter president thanks speaker at close of meeting and presents speaker with certificate of appreciation and/or a speaker's gift such as a coffee mug.

Chairperson: A thirty minute committee meeting four times a year will produce outstanding programs. Utilize and encourage your committee and give them a copy of the list of ideas included in this section. Don't try to get all the programs yourself!

Do not assign a different person to each month of the year to get four programs. Variety is sacrificed, communications are short circuited. Human nature says the member may procrastinate until the last minute resulting in a poor program or no program. If this happens frequently, attendance may drop off.

Back up speaker or substitution program

If a scheduled-in-advance program falls through at the last minute another program should be ready to take its place. Every chapter has a wealth of talent within itself for programs.

Pick four members for programs from the chapter each year. Assign one to each quarter as a back-up speaker. The assignment is ready on a moment's notice to present a program. If no planned program cancels during the quarter, the back-up speaker can be the last program for the quarter or be the back-up for the following quarter.

Business meeting

The only time a chapter should have a business meeting is when a decision by the chapter is necessary, as in one of the four areas below:

1. When a new fund raising project is to be decided upon.
2. When a new charitable community service project is to be approved.
3. Change in meeting time or place.
4. Change in dues structure.

Announce such meetings in advance as "A closed meeting for members only."

SUGGESTED PROGRAMS

June

(Set aside one meeting in July or August for the governor's official visitation)

- Flag Day (someone to speak from VFW)
- Dentistry
- Agricultural outlook for area. (County agent or other expert)
- Advertising agency
- Plans for chapter (president-elect to outline policies and plans, introduce committee chairpersons, etc.)
- Golf (lecture and demonstration by pro)

July

- Estate planning
- Independence Day - July 4
- Crime in the community (police chief)
- Local arts and crafts
- Report on national conference
- Our community theater
- Hospital administration

August

(Invite national president as speaker of the day if in the area)

- Chamber of Commerce (plans and programs)
- Salvation Army
- Humorous skit
- Training and preparation of dogs for shows
- The science of anesthetics
- Weather (local meteorologist)
- Tourist attractions in the area

September

- Country and western dancing
- Labor Day
- Blood bank of American Red Cross
- What needs improvement in our community (panel of members)
- Citizenship Day

- Teaching professional
- Rosh Hashana, Yom Kippur (Rabbi)
- Constitution Week
- Your newspaper (Local editor or publisher)
- Trusts (trust office of local bank)

October

- Alcoholics Anonymous
- The future of our community. (mayor or city manager)
- Football (local coach or expert)
- Fire Prevention Week
- Teenage children (child psychologist or other expert in field)
- Theodore Roosevelt (Birthday 10/27)
- United Nations Day

November

- Planning for retirement
- Horse shows (lecture and slides by local trainer or owner)
- Your life insurance program
- Veteran's Day - November 11
- Thanksgiving Day

December

- Skiing (slides and lecture by instructor)
- Musical program (songs from operas by local talent)
- Habitat for Humanity
- Guns (lecture & exhibit by collector)
- Money management (investment counselor)
- Christmas program - members and spouses present (short talk by clergyman, carol singing by members)

January

- Martin Luther King Day
- Representative from local industry
- I.R.S. representative
- Robert E. Lee (Birthday 1/19)
- Photographer
- FDR (Birthday 1/30)
- Satellites - AT&T Executive

- March of Dimes - history and purpose
- AMBUCS™ AmBility®, AmTryke®

February

- Y.M.C.A.
- "Modern education" (college president or school principal)
- Thomas Edison (Birthday 2/11)
- American Field Service (foreign exchange students in community)
- Presidents' Day
- AIDS representative
- Boy Scouts of America

March

- New member program (each new member tells about themselves 5-10 minutes)
- 4H club or Future Farmers of America
- Girl Scouts of America
- St. Patrick's Day (March 17)
- The dangers of poisons
- Income tax (highlights of changes in law by expert)
- Square dance exhibition

April

- Easter (by local clergyman)
- Baseball (local team manager and players)
- Musical program (Instrumental or vocal)
- Occupational Therapy month
- Founders Day program (date chapter chartered, review history and future plans)
- Retail salesmanship
- "Personal experiences" (retired missionary, industrialist, etc.)
- Importance of credit

May

- Speech pathology therapist
- Y.W.C.A.
- Be Kind to Animals Week
- Extension Service talk on gardening
- Marriage Counselor
- Attorney (importance of making a will)
- Post office representative
- AMBUCS™ (History, organization, sponsorship, etc.)
- Memorial Day (May 30)

June

(Set aside one meeting in July or August for the governor's official visitation)

- Flag Day (someone to speak from VFW)
- Dentistry
- Agricultural outlook for area. (County agent or other expert)
- Advertising agency
- Plans for chapter (president-elect to outline policies and plans, introduce committee chairpersons, etc.)
- Golf (lecture and demonstration by pro)
- Radio or TV station management List of program topics

HOW TO INTRODUCE SPEAKERS

The introduction should set the stage for the talk to follow. It should be one or two minutes in length and cover the following materials:

1. A short analysis of why the topic is important.
2. The scope of the subject on which the speaker will focus.
3. Highlights of the speaker's career and activities that have provided the speaker with the insights to talk on the subject. Put these points into your own words, extracting from the bio given to you.

Remember **not** to:

1. Read the biography
2. Tell the audience that the speaker needs no introduction and then call on the speaker.
3. Suggest the audience read the biography in the handout material.

12 Program

List of program topics

This is intended only to serve as a guide to the wide variety of potential programs which are available.

Education

Vocational Education
Cerebral Palsy School
Local special Education Program (for physically and mentally handicapped youngsters)
Public Education television Station
School Superintendent

Public Health

U. S. Department of Agriculture
Drug Problem
Mobile Meals Program
Rehabilitation Center Director
Hospital Administrator
What's New in Dentistry
Local Environment
Blood Bank

Recreation

Basketball, Football, Soccer Coaches
Winery Representative (with samples)
Youth Football
Candle making
City Recreation Department Program
Wheelchair Athletics
Gourmet Chef
Skiing
What's New at the Zoo
Golf Pro
Bicycling

Current Affairs

Foreign student (college - high school)
History of Israel
Women's Movement

Legal

Adult and Juvenile Probation System
Crime Prevention
Police Legal advisor
Police Community Relations
Shoplifting Prevention by local store detective
K-9 Corps
Court Administrator
Attorney on Wills and Estates
Juvenile Court Judge

Business

Labor and Unemployment Situation
Corporate Leaders
Photographer and Art Dealer
Investment Officer
Contractor

CPA
Building a Nuclear generating Plant
Behind the Scenes at a Radio Station
Food Distributor
Commodities Broker
Better Business Bureau
Occupational Safety Act
Advertising Executive
Baker
Travel Agent

Federal and Local Government

(Most politicians and government officials will talk to any group any time. These listed are some specific examples which proved very successful.)

Attorney General
City Manager on major local projects
The City's Future (Planning Department)
Meteorologist

Charities, Voluntary Health Organization, and Others

(All charities and similar organizations are anxious to tell their story if asked.)

YMCA Representative
Local Children's Home
Cub Scouts—Boy Scouts
Voluntary Action Center
Adoption Agency
Crisis Intervention Center
History of United Parcel Service
Political (Candidates for Public Office: Senators, Congressmen, etc.)
Forestry Service
Public Relations Film (Chamber of Commerce)
United Way Campaign
Energy Crisis (Representative of Power Company)
Local Telephone Company
Speech Pathologist
Acupuncture
Lawn Care (local Landscape Contractor)
Prison Penal Problems
Scout Program for the handicapped
Programs on Tours or Trips (by members of chapter or others in community)
Sky Diving
Scuba Diving
Field of News Broadcasting (News Director of Radio Station)
Cardiopulmonary Resuscitation - A Life Saving Subject
American Red Cross
The Volunteer Army (Armed Forces Representative)
Planned Parenthood
Tour of Brewery
U.S. Marshall
Barbershop Quartet
Physical Fitness
Gemologist
Forensic Anthropologist