



Program Directors Board Member Description

The three (3) program directors are responsible for locating and recruiting appropriate speakers and professionals for the monthly MSN presentation meetings. They are also responsible for securing the location of the meeting and the host for the meetings. The most senior board member in the role of a program director is considered the Lead Program Director and oversees the main responsibilities of the "Program Team." The following are the main responsibilities of the program directors of Metropolitan Senior Network:

- Team greets and networks with members at monthly meetings - opens dialogue to see satisfaction of speakers or collect ideas for upcoming speakers.
- Networks throughout the metropolitan area in order to seek out and secure speakers for presentations and workshops.
- Recruits volunteers to help with special presentations or events that require more work.
- Keep a database on all speakers and their topics, performance, and fees.
- Meets with potential speakers to learn about speaker's topics, and explain MSN as an organization. Also discusses in detail the "non-advertising" of items during discussion.
- Updates the board at monthly meetings as to upcoming speakers, and maintains yearly calendar of upcoming speakers.
- Secures the meeting room for each month's presentation meeting and coordinates the set up of the room.
- Coordinates the host for each meeting and helps to set up the food and beverage.
- Maintains host supply checklist for posting on website and gives to each host prior to meeting.
- Informs the Media Director of the speaker, topic, presentation description, and meeting location directions for the flyer in a proficient and timely manner. *(If possible 2 months prior to meeting date)*
- Responsible for web research *(ie. google)* of speaker and/or checking references.
- Puts together the gift bag for the speaker *(Thank You note & MSN mug and \$10.00 coffee coupon or MSN notebook and \$10.00 box of See's truffles)* and brings it to the meeting.
- The program director who recruits the speaker and coordinates presentation, will introduce the speaker at the monthly meeting.
- Assists the Vice President in planning, executing, and recruiting workshops and Awards Breakfast. *(Vice President oversees Program Team)*

