

# **KCYM JOB DESCRIPTION DIRECTOR OF PROGRAMS 2025-2026**

**Job Description:** She shall serve as liaison for the Club Courtesy Chairman, Commissariat, Luncheon Reservations Chairman and Ushers and Doorkeepers and shall meet with them to plan program luncheons and honoring days. She shall plan and secure speakers for programs on Mondays and other specified days.

## **List of Duties:**

- 1) **AUTOMATIC COMMITTEES – Chairman: a)** Programs
- 2) **AUTOMATIC COMMITTEES –Member: a)** Club House Set-up **b)** Yearbook
- 3) The Programs Committee shall be in charge of all programs.
- 4) She shall attend the President's calendar-planning meeting held before June 15<sup>th</sup> and furnish a detailed schedule of programs in time for publication in the Yearbook. She shall confer with the Club Courtesy Chairman concerning special dates such as Honoring Day or other specified membership classes.
- 5) She shall work with her committee to schedule all speakers. They shall obtain letters/emails of confirmation and reconfirm the commitment two weeks prior to the program.
- 6) She shall schedule with the Club House Set-Up Chairman appropriate set-up needs for the programs.
- 7) She shall keep a record of total attendance at each program to determine trends in programming for future program planning.
- 8) She shall furnish the Newsletter Chairman and Director of Communications a notice of any changes from the schedule published in the Yearbook.
- 9) She shall furnish the Newsletter Chairman with publicity for coming programs.
- 10) She shall serve as a resource to the Yearbook Chairman to check and proof the calendar.
- 11) She shall send dates of programs to Club Courtesy, Commissariat and Ushers and Doorkeepers.

## **Information Pertinent to Performance of Duties:**

- 1) All speakers shall be given a thank you note in appreciation of his/her services as well a small honorarium, unless the speaker represents a for-profit organization, and they sell their products at the program. \*This includes the speaker for the Heritage Hike and payment for their lunch as a guest speaker.

Rev: 1/11, 4/201, 2/2014, 3/2015, 2/2016, 2/2018, 3/2019, 3/2020

# **KCYM TIMELINE**

## **Director of Programs**

### **2025-2026**

#### **March**

- Club Commitment Day. Decorate table and provide a survey of potential programs for members to fill out to gauge interest in certain programs.
- Attend Business **Meeting**

#### **April**

- Meet with predecessor regarding Board position.
- E-mail committee members to attend first Programs Committee meeting. Programs need to be in place by June 15th for Yearbook.
- Prepare agenda for meeting, sign-in sheet, get list of members 'phone numbers and e-mails. Set dates for programs. Assign specific committee members a particular month to set up the program. Lucinda Rice Petrie will take care of the Heritage Hike in September. Director of Community Service will plan Civics Day/Honoring Day in October. Schedule a follow-up committee meeting for early June.
- Send minutes of the meeting to committee members via e-mail.
- Contact Club Courtesy, Commissariat, Luncheon Reservations, and Ushers and Doorkeepers Chairs. All except Luncheon Reservation Chairs need to contact their committee members to confirm their interest. All Standing Committee Chairman as well as the Director of Programs needs to prepare a motion requesting approval of their committee members to be read at the Joint Board of Directors Meeting in May. Advise Standing Committee Chairs to keep their white working notebooks updated with the necessary information to do the job.
- Send a copy of the Programs dates to the New Member Chair for New Member Forum signup sheets.
- Send a copy of Program dates to Club Courtesy and Commissariat
- Outgoing/Incoming Board of Directors Meeting.
- Business Meeting

#### **May**

- Installation Day Tea
- Joint Board of Directors Meeting
- President's Calendar Meeting

#### **June**

- Have second Program's Committee meeting, if necessary, to finalize speakers/programs and information needed for Yearbook to e-mail to Yearbook Chair by June 15<sup>th</sup>. E-mail minutes to the committee.
- Board of Directors Meeting
- Commissariat – complete kitchen inventory
- Yearbook Meeting

## July

- Contact Standing Committee Chairs for reports for Board of Directors Meeting
- Board of Directors Meeting
- Yearbook proofing meeting
- E-mail list of programs and dates to Club Commissariat, Ushers and Doorkeepers, Luncheon Reservation, Club Courtesy Chairs and Club House Set-Up Chair as well as the Club President.
- E-mail article for August newsletter regarding first program. As this is usually the Heritage Hike, you will want to coordinate this with Lucinda.

## August

- E-mail confirmation letters to speakers
- Article for September newsletter
- Contact Standing Committee Chairs regarding reports for Joint Board Meeting in September.
- No Board of Directors Meeting

## September

- Joint Board of Directors Meeting
- Confirm with the Director of Community Service regarding speakers and any AV or Set-up needs for program and notify Club House set-up chair.
- Reassembly Day Tea
- Heritage Hike
- Article for October newsletter
- Lunch reservation number to Commissariat or outside vendor and Treasurer. Secure check from the Treasurer.
- **Give thank you note and gift of appreciation at end of each program or mail honorarium with thank you note.**

## October

- Civics Day/Honoring Day. Coordinate with the Community Service Chair which one of you will send thank you notes and gifts.
- Board of Directors Meeting/Business Meeting
- Contact speaker for November to confirm and for equipment needs.
- Article for November newsletter
- Lunch reservation number to Commissariat or outside vendor and Treasurer. Secure check from the Treasurer.

## November

- Board of Directors Meeting
- Contact speaker for December program for equipment needs.
- Article for December newsletter
- Business Meeting
- Lunch reservation number to Commissariat or outside vendor and Treasurer. Secure check from the Treasurer.

## December

- Board of Directors Meeting
- Contact speaker for January program for equipment needs

- Article for January newsletter
- Contact standing Committee Chairmen for their reports for the Joint Board Meeting in January.
- Lunch reservation number to Commissariat or outside vendor and Treasurer. Secure check from the Treasurer.

### **January**

- Joint Board of Directors Meeting
- Contact speaker for February program for equipment needs
- Article for February newsletter
- Business Meeting
- Lunch reservation number to Commissariat or outside vendor and Treasurer. Secure check from the Treasurer.

### **February**

- Board of Directors Meeting
- Article for March newsletter
- Business Meeting
- Notify Standing Committee Chairs to write down updates for Blue Notebooks and have ready to turn into President Elect in March. Secure check from the Treasurer.

### **March**

- Board of Directors Meeting
- Club Commitment Day
- Turn in Blue Notebook to President Elect
- Article for April newsletter
- Contact speaker for April programs for equipment needs.
- Contact Standing Committee Chairs to prepare final reports they will present at April Business Meeting.
- Business Meeting
- Lunch reservation number to Commissariat or outside vendor and Treasurer. Secure check from the Treasurer.

### **April**

- Board of Directors Meeting
- Business Meeting- present final report
- Prepare summary of year for President's report