2014-2015 Frankfort Rotary Club Program Chair Guidelines

For the many individuals in the community who view our meetings on Cable channel 10, the quality of our speakers represents the quality of our Club, so agreeing to be a Program Chair is an important responsibility.

Responsibilities of Program Chairs:

* Speakers should be confirmed at least four weeks in advance and should understand that speakers are not paid or given travel expenses.
* A one or two paragraph bio, photograph, if available, and program needs (such as slide projector, screen, laptop, etc…) must be provided to Paula Rarden at BOTH of the following addresses: [rardenfam@wmconnect.com](mailto:rardenfam@wmconnect.com) and [rardenfam2@hughes.net](mailto:rardenfam2@hughes.net). This information should be provided a MINIMUM of four weeks in advance of that speaker’s appearance. Paula will handle the distribution of this information to our Club President, to the State Journal, to our Club’s Webmaster, Tim Pennington, and to Jim Richardson who works with Poor Richard’s to choose an appropriate book in honor of each speaker.
* No candidate for public office should be asked unless ALL running for that office are asked.
* Program Chairs should inform the speaker of the place and time of the meeting and suggest arriving by 11:45 AM in order to have time to eat. Also, Chairs should find out if others are coming with the speaker. The Club will provide lunch to the speaker and one additional person, if applicable.
* Inform the speaker that we start the meeting at 12:15 PM and adjourn promptly at 1:00 PM. The President attempts to turn the microphone over to the Program Chair for introduction of the speaker at 12:30 PM, allowing 20 minutes for the presentation and five minutes, or so, for questions. Ask the speaker if he or she is willing to stay after the meeting to answer additional questions from members.
* If the speaker has written materials to distribute, those should be placed on the tables prior to 11:45 AM
* When the Program Chair arrives, he or she should make sure a 4-way test pen is available and have the speaker sign the book which is donated each week.
* Please show our appreciation to the speaker by sending a letter, e-mail, or making a phone call, preferably within a week after the program.

Please inform speakers that Frankfort Cable channel 10 tapes Rotary programs and broadcasts them the following Monday at 7 PM and Tuesday at 9 AM

**+++++ If you take a leave of absence, resign from the Club, switch dates with another Program Chair, or for any other reason, do not plan to act as Program Chair on the date(s) for which you are responsible, please notify Carol Palmore (**[**carol.palmore@gmail.com**](mailto:carol.palmore@gmail.com)**), and Paula at the above e-mail addresses ASAP.**