



POSITION: Program Officer/s

OVERVIEW

The Program Officer oversees the development of the club's program of speakers, activities/events/outings to keep members interested and enthused which is vital for the club's success.

The duties and responsibilities are to:

- Organise and implement a varied program of entertaining and topical events in consultation with the club committee. These may include *fundraising events, activities and outings* such as fashion parades, Literary Luncheons, International Women's Day events; market days etc.
- Secure interesting and varied guest speakers for club meetings (this could also be part of the Assistant Secretary's role).
- Inform the Publicity Officer, Club Committee and members about suggestions for upcoming events/activities/outings.
- Seek new ideas, improvements and suggestions from members on an ongoing basis
- Gauge member satisfaction level by conducting an annual review of the program of events.
- Record and track all registrations and payments for events/activities/outings other than monthly club meetings.
- Work with Club Treasurer to collect money from members for the events/activities/outings.

NOTE:

It is not necessary to organise an event/outing/function every month.

Be conscious of costs as some events are expensive

Liaise with other Clubs and share ideas and information ~ an effective way is to ask Delegates to share their club's successful events/activities/outings.

Larger clubs may have two program officers, establish a sub-committee or appoint extra members to assist on the program committee to help with additional tasks.

Remember - everything discussed at a committee meeting is CONFIDENTIAL and stays in committee. It should not be reported outside the meeting except to the Zone and National Councillor if considered necessary by the committee.