

Job Description

Program Chair

This position is a “year around position” and the name of the coordinator is listed in the newsletter (Artline) with his/her phone number. The purpose is to have quality programs, presentation for our membership. Oversee any program development activities.

She/he plans programs for TAA to include:

- **Selecting speakers with the approval of the president**
- **Making sure that equipment necessary for the presentation is available and functional**
- **Giving information about the program to Artline Editor by the 15th of each month before the actual presentation**
- **Introducing the presenter or arranging for introduction**
- **Thanking the presenter at the end**
- **Keeping a list of presenters with their contact information current.**