

Newcomers Club Job Descriptions

Programs and Speakers

- Participate in board meetings to be aware of club's programming needs.
- Take ownership of preparing games/ice breakers, securing speakers, hiring entertainment as agreed by the board.
- Recruit and secure with speakers. Determine a/v needs. Confirm event date/time.
- Hire DJ (Gary Lucca). Request contract, review, sign and return to DJ. Confirm fee for treasurer so a check is ready for payment onsite.
- Arrange for gate passes as needed.

REV 1/25