

## **PROGRAMS/EVENTS COORDINATOR**

Identify potential program events including topics, individual presenters, costs and other requirements to the board for discussion and approval

Contact program participants, agree on content, pricing and timing along with all final arrangements such as date, time, place. If required, assure facility audiovisual support is provided.

Obtain prior educational audiovisual instructions from POA staff to assure smooth functioning for presenter

Confer with featured presenter on all aspects one week prior to scheduled event

At meeting introduce presenter to President and make sure everything is in order for the program

Provide gate pass as needed

With the VP assist in seeking prize donations in all manner

Additional personnel assistance for this coordinator and the role will be provided per request