



PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN
A chapter of CREW NETWORK®

PROGRAM COMMITTEE RESPONSIBILITIES

(August 17, 2015)

Goal

Plan lunch programs in accordance with calendar set by the President, 4 to 5 programs per year

Tasks

- 1) Communicate with committee and meet at least 4x per year in person
- 2) Delegate tasks to committee members
- 3) Reserve location
- 4) Communicate with and get commitment from speaker/presenter
- 5) Register speaker/presenter
- 6) Provide the following information to the Public Relations Committee: bio and headshot of speaker, title and topic of presentation, and the date/time/location of program
- 7) Communicate with venue for headcount for table set up
- 8) Communicate with caterer and order food/beverages
- 9) Do centerpiece flower arrangements for table
- 10) Assist President and President Elect with venue/food/beverage for October Members Only Meeting and assist Membership Chair with venue/food/beverages for Member Orientation Fair
- 11) Provide monthly committee report prior to Board of Director meeting
- 12) Provide consistent Board liaison to attend Board meetings

Timeframe

- Assisting previous year committee for November and December
- January through October of the following year

Other

- Committee Chair passes all information in an organized fashion to new committee chair (suggest a notebook or binder)
- All recent information to be saved on Dropbox (log in and password to be provided by secretary or President)