

## **SIR Branch 62 Program Chairman Position Description**

### **Position Purpose:**

To provide a guest speaker for the monthly luncheon, prepare short and concise articles for the Rooster, brief the BEC on current and upcoming speakers, host speaker during an in-person luncheon, introduce speaker at luncheon and provide an honest evaluation afterwards.

### **Primary Responsibilities:**

#### **1. Three Months Prior**

- Three months prior to the meeting make initial contact with speaker. Best to call on the telephone to make contact and confirm afterwards via email.
- Specify if it is an in-person luncheon meeting or a virtual meeting on Zoom.
- Ask the speaker to send you a brief bio you can use during the introduction and a portrait photo for our website.
- Portrait and any copies of the speaker presentation material should be given to the Website Chairman.
- For in-person luncheons find out what equipment the speaker will need...such as microphone, pointer, screen, computer, projector, and necessary connections between the computer and projector if either are provided by us.
- If this is a Zoom meeting let speaker know that the Zoom Host will contact them about a week prior to the meeting to work out any technical details. The Zoom Host will also provide the access code for our meeting.
- The presentation should be limited to 1/2 hour with 15 minutes for questions. If the presentation is running long, politely cut in and notify speaker.
- For help in finding speakers contact the Area Program Chairman: Gene Plevyak, email [gplevyak@gmail.com](mailto:gplevyak@gmail.com). He will provide you with access to the speaker database and a fill-in form for rating your speaker.

#### **2. One Month Prior**

- One month prior to meeting write up a brief statement for the Rooster as to the name of the speaker, topic, and brief paragraph describing the topic and speaker.
- One month prior confirm with speaker that they are coming.

### **3. Three Days Prior**

- Three days prior to luncheon request a Certificate from Phil Thomas via email at: [sirphil@comcast.net](mailto:sirphil@comcast.net)

### **4. Day of Meeting**

- **On the day** of meeting brief members of the BEC as to the speaker of the day and also next month's speaker.
- At BEC meeting get the Certificate from Phil Thomas and put it in a frame. Frames are available from the Dollar Store.
- At in-person meetings be host to speaker and introduce them to the Big Sir, Little Sir, and other members as necessary.
- Introduce the speaker at the time for their presentation.
- When speaker finishes, present them with the Certificate and thank them.
- If this is an in-person luncheon have photographer take a picture during the presentation of the Certificate.
- After the meeting send the speaker a Thank You email.
- If Zoom meeting attach a copy of the Certificate.
- If in-person meeting attach a copy of the photo taken by the photographer at the time of the Certificate presentation.
- That evening fill out a Form 40, Speaker Data Base Evaluation Form, on the presentation and email it to the Area Program Chairman.

### **Skills and Knowledge Required:**

- Good organization skills
- Enjoy speaking with people
- Good telephone and email etiquette
- Ability to compose and receive messages on a computer

