

DUTIES OF A WOW PROGRAM CHAIRPERSON

Harris Bartine, Updated 12 Aug 2008

While this job is not difficult and there are plenty of people around to give you help, **you as chairperson, are the Key Individual** for the meeting that you are responsible for. You and the other 3 chairpersons along with the WOW President, Vice president and Past President can make or break the Club Meetings.

The duties consist of:

1 Attend the Preliminary Chairperson Planning meeting that the Vice Pres sets up— this is where and when the ideas for yours and other chairpersons future club meetings are developed, formulated and traded. Yes, you will work closely with the other members of this group to help each other – Cooperation and coordination make you all winners ____

At this time insure that the VP gives the Meeting Chairperson names to the Secretary (Bob Hutter) and the WOW News Letter Editor (Gordon Galloway) for inclusion on various rosters

2. **Come to all** Steering Group Meetings (SGMs)for the Club year (these meetings are the 2nd Tuesday of every other month - May, Jul, Sep, Nov, Jan, Mar - at 7PM). You will be notified of the place as it is different for each meeting. You should continue to come to the SGMs even after you have conducted your ‘Saturday Meeting’. These meetings are a good forum for you to learn about club issues and a good opportunity for the steering committee to get to know you. After the business meeting there are refreshments and a tour of the host’s shop.

3. At the Steering Group Meeting each Chairperson will be asked to brief the status of his Saturday Program, such as how many presenters you have lined up, how long each will speak/demonstrate (1.0, 1.5 or 2.0 hours) how firm the presenters are, and whether they need any special equipment/tools/media stuff. Most meetings will require 4.0 hours of presentation and should have **at least three (3)** presenters. Less than that invites problems; **if you only have two presenters and one cancels out at the last minute YOU ARE DEAD IN THE WATER with no paddle. Believe me, I’ve been there.**

4. For your specific Saturday Meeting provide the WOW Newsletter Editor (Gordon Galloway) with a writeup containing the names of the Presenters and a short description of who they are and what they are going to talk about and/or demonstrate. This write up is due to the Editor at the Steering Group Meeting prior to the Saturday meeting that you will chair (IE the write up for the Oct Mtg is due to the Editor at the Sept SGM). Send it as an attachment in an email, or provide a floppy disc or as a last resort write it out long hand. See past newsletters for sample writeups.

5. Provide the Awards Chairman (Harris Bartine) with the **properly spelled names (and companies/businesses if applicable)** of the Presenters and your own name. This info will be used to purchase plaques that will be presented by you. If you spell it wrong **you pay for the replacement Plaque** (about \$25.00).

6. Prior to the day of the meeting:

Coordinate and CONFIRM with your presenters - Date, Time, Duration of their presentation

Give them directions to the school (MVJVS). See our website:

<http://www.westernohiowoodworkers.org/>

Ask if they they need any special tools/machinery/ **video or computer equipment**; arrange for it to be at the mtg.

Explain to the presenter how the meetings work so that he/she will feel comfortable about the goings on

Determine if he/she will have handouts, or Freebies to give to the audience (about 100-120 copies/items will do).

NOTE: The club will reimburse for handouts (Kinko costs) but not freebies. The club will reimburse gas money for individuals coming 75-100 miles or more. We will treat outsiders to lunch if they want to stay around. We do not pay for overnight stays with meals etc **without steering committee voted approval** - That expense is left for seminars.

Typically we do not reimburse businesses but we do encourage them to bring and sell their merchandise.

7. Meeting Day:

Insure that Bud Knowles & Pete Peoples and other assistants have set up any extra things your

presenter needs.

Start the meeting promptly at 09:00 with club announcements etc. First presenter at 9:30 or as coordinated, **INTRODUCE** each presenter: WHO, WHAT, WHERE and any background info.

CONTROL THE TIMING of presenters and all the breaks (10:30AM break, Lunch at noon & ~ 2:00PM break)

Help distribute any flyers/data sheets/handouts/freebies for the presenter.

Thank each presenter wholeheartedly for giving us their time and knowledge AND

Present them with the WOW Appreciation Plaque.

Receive your WOW Appreciation Plaque from the VP or Pres.

Dismiss the meeting.

THANKS IN ADVANCE FOR A JOB WELL DONE_