

## **MWWA PROGRAM COMMITTEE JOB DESCRIPTION**

**NAME OF THE COMMITTEE:** Program Committee

**PURPOSE:** Organize MWWA's membership meetings and events (January, March, Summer Expo, October, November Annual Meeting).

### **ORGANIZATIONAL STRUCTURE:**

- Co-chairs
- Committee Members
  - Expo Coordinator(s)

**MEETING SCHEDULE:** The Committee meets five times a year. Generally, the 2<sup>nd</sup> Tuesday in January, 2<sup>nd</sup> Tuesday in March, 1<sup>st</sup> Tuesday in June, First Tuesday in August, 2<sup>nd</sup> Tuesday in September and 1<sup>st</sup> Tuesday in November. The meetings start at 8 AM and usually are no more than 1 hour. The Committee is currently meeting virtually via Zoom.

**GENERAL TIME COMMITMENT:** 5 hours of committee meetings, up to 5 hours of following up on action items in between meetings. 10 hours of membership meeting/event attendance. Co-chairs may require another 12 hours annually for Board Meeting attendance. Expo Coordinator may require another 10 hours annually for interaction with Wachusett Mountain.

### **COMMITTEE TASKS/DELIVERABLES DURING A YEAR:**

- Work with the executive director to organize the content for the January, March, and October Membership meetings which are "Training Contact Hour" eligible
- Work with the executive director to identify venues for the membership meetings, this may include reaching out to the venue to get a pricing quote
- Coordinate Summer Expo
- Coordinate Annual Meeting
- Review financials and evaluations from meetings/events
- Recommend any changes in meeting fees to Board of Directors
- Help golf coordinators with tournament organization if needed

### **COMMITTEE MEMBER RESPONSIBILITIES:**

- Attend Committee Meetings
- Provide topic ideas and speaker recommendations for membership meetings
- Follow up with potential speakers
- Reach out to prospective venues
- Volunteer at the Summer Expo (Raffle Booth, Registration Table, Vendor set up)
- Act as emcee for Membership Meeting
- Expo Coordinator interacts with venue (Wachusett Mountain) on pricing, menu, and layout

### **CHAIR(S) RESPONSIBILITIES:**

- Work with the executive director to prepare meeting agendas
- Facilitate Committee meetings

- Attend Board of Directors/Committee Chairs meetings and provide an update on the Committee's activities (four times per year)
- Attend Annual Planning Session
- Prepare Committee's Annual Report

**MINIMUM EXPECTATIONS FOR PARTICIPATION:**

- Attend 50% of Committee meetings
- Attend at least 2 events
- Volunteer at the Summer Expo
- Encouraged to attend Annual Planning Session