

AMGA Programs Director: Job Description and Timeline

Responsibilities:

- Responsible for the Programs of the AMGA.
- Sets up and oversees committees to develop the yearly program speakers.
- Attends Board Meetings and contributes to organizational development of goals and actions.
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Date Due	Task
2 Monday each month	Attend Board Meeting. Contribute to the development of policies and procedures of AMGA.
Programs: Jan, Feb, Mar, Apr, May, Sept, Oct, Nov	1. Assemble committee to identify topics for programs. 2. Collect suggestions from members on topics for programs; Talk with members personally, gather ideas through surveys taken at registration time, use community themes. Collaborate with board on ideas or themes 3. Check with other garden clubs to see what their topics for programs are in hopes of not duplicating them. 4. Review history of past topics to avoid duplicating too close together 5. Select a variety of main topics a. Trees b. Flowers c. Vegetables d. Food security e. Landscaping f. Pests/insect controls g. Potentially match topics with field trips 6. Identify volunteers to teach the topics: Collect names and contact information- Phone @ Email 7. Contact speakers to get confirmation and select a date that works for the speaker. 8. Plug topics into date slots and create a programs calendar (Best to have more topics and speakers than actual dates be prepared for cancellations or no shows) 9. Send out the program with zoom link to all presenters and garden hosts to confirm and thank them for their participation 10. Collect program information including bio, photos (optional), and summary to newsletter month prior to program 12. Fill in Program excel spreadsheets in google drive. 13. Send Program information to website, Broadcast Email, and Neon One 14. Send newsletter article about Program to newsletter editor
As Needed	Buy Thank You and Gift Cards (\$___) for Monthly Meeting speakers. Keep receipts for Treasurer and reimbursement.