PROGRAM/PLATFORM COMMITTEE
JOB DESCRIPTION

Purpose: To assist the Platform Superintendent in creating the program before the season, in helping to ensure that the programs support and promote the purpose of the Assembly as stated in the Charter and the mission of the Assembly, and in coordinating and executing the program during the Season.

Interactions: Platform Superintendent, General Manager, President

Responsibilities:

1. Assemble committee before the season opens and divide responsibility by season weeks. Responsibilities include ringing bell, welcoming and introducing speakers, providing hospitality to program participants.

2. Provide program recommendations and ideas to staff by soliciting program and speaker suggestions from the membership and summer guests at two scheduled, open forum/meetings during the season. These should be published in the program book.

3. Notify committee members well in advance of scheduled committee meetings out of season and during the season.

4. Support staff with volunteers when needed.

5. Meet with the Platform Superintendent, General Manager, and President at the end of the season to assess the success of the programs for the season and to make recommendations for the coming year.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and <u>only</u> to the chairman. Members should <u>never</u> 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to <u>hear</u> every other member. Under certain circumstances, polls may be used.

August 2015