

Program Committee

The Program Committee is responsible for planning and implementing the program for the third (3rd) Wednesday YVQG meeting in each month January through June and September through November depending on how Thanksgiving falls on the calendar. YVQG program meetings or social time may be scheduled the third (3rd) Wednesday in July and August.

The **Program Committee** includes the Chairperson and at least one member volunteer. When possible, the committee will include the Lectures and Workshops Chair, and the Lotto Block chair. Many other member volunteers will be needed throughout the business year for the success of this Committee and YVQG.

The Program Committee Chairperson needs to be appointed by the newly elected Executive Board as soon as possible after November elections so that planning can begin or continue for a program to be presented at the third (3rd) Wednesday in January meeting.

November/December/January: As soon as possible, the Committee Chair will call a meeting for the purpose of researching possible programs for the business year, and to begin the implementation process. The Chairperson will call additional meetings as often as necessary during the Business Year.

The Committee, in cooperation with the Executive Board, is responsible for all the details required for the implementation of the programs for the business year.

The Committee will verbally communicate information to the YVQG General Membership at each meeting and will develop and distribute the marketing /publicity/informational flyers when appropriate to YVQG members through email, Newsletter, Website, and social media platforms. This committee will also call on the assistance of the Publicity Committee when outreach is appropriate.

The Committee will assist the Chairperson in establishing the Committee Proposed Budget for the upcoming business year for inclusion in the YVQG Annual/Yearly Budget.

Thank you for accepting the Program Committee Chair.