

Position: **Director - Programming**
Term: Two (2) Years
Tenure: Can serve up to three (3) consecutive terms
Updated: June-15



- 1) This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
- 2) This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
- 3) The Programming Director plans monthly luncheon meetings featuring topics intended to interest our current membership, as well as encourage large attendance at meetings. Topics should primarily be business related. The speaker's intention is to provide a learning opportunity in a professional environment which doesn't require a "hard sell" of products or services. The meeting schedule does not include the Annual Conference, Holiday Luncheon, Golf Outing or Women of Achievement Event.
- 4) The Programming Director should assist the Treasurer in preparing an annual Board approved budget covering meals and speaker costs at the beginning of each year, in order to facilitate her planning.
- 5) The Programming Director will arrange for monthly meeting locations and plan meals, utilizing member facilities when possible.
- 6) The Programming Director should propose and present potential speakers at the annual strategic planning meeting for the Board's approval. She should seek to utilize WLN members interested in speaking to our organization when possible.
- 7) The Programming Director will contact each potential speaker and, once confirmed, will follow through with each speaker. This includes sending a confirmation letter on date/time/program topic, as well as requesting a photograph/biography and a description of the programming to include in the monthly newsletter and website. She should also promote selections at the monthly meetings.
- 8) The Programming Director will be responsible for the schedule of booths at the monthly luncheons. Members will contact Programming Director to schedule a booth.
- 9) The Programming Director should confirm each speaker at least one (1) week prior to the luncheon and finalize all equipment needs for the speaker. The Director will create an outline for the board specifying who will introduce the speaker at each luncheon, as well as; provide the bio of the speaker to the individual introducing them. In advance of the luncheon, the Director will obtain an outline of the presentation with three objectives the presenter will accomplish. Director will meet the speaker at the luncheon to assist with any set up or handout distribution. Director will close the luncheon with a thank you to the speaker and arrange for compensation (either payment or donation to speakers charity of choice).
- 10) At the end of her term of office, this position will turn over all documents, files, etc., pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2014-2016 Katie Kenne

2012-2014 Katie Kenne

2011-2012 Nicole Pfeiffer

2010-2011 Brittney Jacobs

2008-2010 Viva Betzner

2006-2008 Doris Gorius/Marcie Rowan