

**Position:** Director - Programming  
**Term:** Two (2) Years  
**Tenure:** Can serve up to three (3) consecutive terms  
**Updated:** January-11

- 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, avoiding "fluffy" topics. 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 Meeting, 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 seek potential speakers up to 4 months in advance and present them to the Board for approval before committing. 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 should confirm each speaker one week prior to the event. She should be the primary contact for the speaker, meeting the speaker at the luncheon, assisting with speaker needs, and joining them during the meal. She should introduce the speaker to others at the table and make them feel comfortable. She should introduce the speaker at the appropriate time (unless there is another board volunteer to do this), thank them, and arrange for the compensation of the speaker (either payment or donation to their favorite charity).
- 9) 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).

2011-2010 Brittney Jacobs  
2010-2008 Viva Betzner  
2008-2006 Doris Gorius/Marcie Rowan