

## Dubuque Women's Leadership Network

Position	<b>Director – Programming</b>
Term	Two (2) Years
Tenure	Can serve up to three (3) consecutive terms
Updated	January 2023

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. The meeting schedule does not include the Annual Connect Experience, Holiday Breakfast, 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. She will also create events on WIX to sell tickets. An electronic survey will be created in Survey Monkey and sent to attendees after each event as an email through Survey Monkey.
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 email and website. She should also promote selections at the monthly meetings.
8. 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. 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 speaker's charity of choice).
9. This position works with the Communications Director on any necessary monthly promotions and updates to the website.
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).

2023-2020 Amy Green

2019 -2018 Julie Kronlage

2018-2012 Katie Kenne

\*2017 saw a change to calendar year 1/1 – 12/31 from fiscal year

2012-2011 Nicole Pfeiffer

2011-2010

Brittany Jacobs

2010-2008 Viva Betzner

2008-2006

Doris Gorius / Marcie Rowan