



## CHULA VISTA GENEALOGICAL SOCIETY

### Standard Operating Procedure

#### FIRST VICE-PRESIDENT, PROGRAM CHAIR

As defined in the Bylaws of the Chula Vista Genealogical Society (CVGS), the First Vice-President shall serve as Chair of the Program Committee. He/she shall plan, coordinate, and promote all General Membership monthly programs of the Society.

The purpose of this Standard Operating Procedure guideline is to further define the responsibilities of this office.

**Responsibility I: The Program Chair shall plan and execute General Membership monthly programs that provide a positive genealogical education experience for the membership by:**

- A. Maintaining a long-range calendar to plan programs and guest speakers for future General Membership meetings through Zoom, in-person, or hybrid settings.  
*(Programs planned and confirmed at least six months in advance allows sufficient time to prepare on several levels.)*
  1. Choose relevant topics which are technical, educational, practical or of an historical nature, that enhance the pursuit of genealogy and family history research.
  2. Maintain and update a potential speaker list based on past program speakers at CVGS and other local or regional societies.
  
- B. Planning and executing programs for General Membership meetings for the last Wednesday of each month by Zoom, in-person, or hybrid setting.  
*(Exceptions will be the CVGS Annual Summer Picnic, the CVGS Holiday Luncheon and conflicting venue and holiday schedules.)*
  1. If the meeting is in person or hybrid, reserve venue and/or necessary conference rooms, coordinating all room reservations and equipment needs with the venue and CVGS Web Administrator.
  2. Find, negotiate and coordinate program details with guest speakers.
  3. Create a CVGS Speaker Agreement for each guest speaker and send to him/her

to sign and return. Agreement should include date, time, location, if applicable, topic(s), honorarium and other expenses, if applicable

4. Obtain a short program description, short speaker biography, speaker photograph, and equipment needs (laptop, projector, table, etc.) from the guest speaker at least two months before the program date.
5. Provide guest speaker's publicity material (program description, biography, and photograph) to the Web Administrator and Newsletter Editor at least one month before the program date.
6. Coordinate program equipment needs with the Web Administrator, if the meeting will be in-person or hybrid.
7. Obtain the program handout and mailing address from the guest speaker at least two weeks before the program date.
8. Copy sufficient speaker handouts for the general meeting, if meeting is hybrid or in-person.
9. Obtain the honorarium check for the guest speaker from the Treasurer before the program date if the meeting is in-person or hybrid. If the meeting is held by Zoom only, send the Treasurer the speaker's mailing address and amount of honorarium. Ask the Treasurer to mail the honorarium to the guest speaker immediately after the meeting.
10. If the meeting is in-person or hybrid, meet with the guest speaker before the scheduled meeting time, on the day of the program, to assist with setup at the venue.
11. Introduce the guest speaker before he/she presents.
12. Ensure that the guest speaker is thanked for his/her program.
13. As needed, commission a Membership Survey to determine membership interest in speaker topics.

C. Planning and executing the Society Annual Summer Picnic in conjunction with the Hospitality Chair.

*(Traditionally held in a summer month because of summer vacations and holidays.)*

1. Select venue and make a reservation for the room or picnic facility.
2. Coordinate event theme with the President and/or Board of Directors.

D. Planning and executing the Society Holiday Luncheon in conjunction with the Hospitality Chair.

*(This event is held in mid-December of every year. The second or third week is best as it provides consideration for member obligations during the Christmas and New Years Holidays. In even numbered years, installation of Officers is held at this event.)*

1. Select and reserve an appropriate venue to hold this event at least three or four months in advance.

2. Coordinate with the President and Board of Directors to select entertainment and/or a program theme at least three to four months in advance.
3. Coordinate with Hospitality Chair the food and beverage service and table decorations.
4. Coordinate with the President or Board of Directors the Toy and Food Drive.

**Responsibility II** – The Program Chair shall be responsible for ensuring that publicity for the monthly General Meeting programs is circulated to the Society’s members and other interested individuals through the Chula Vista Genealogical Society website and newsletter.

**Responsibility III: The Program Chair, as the First Vice President, shall be prepared to assume the position of the President.**

- A. The First Vice-President must always be prepared to assume the responsibilities of the office of President if the President is unable to perform his/her responsibilities. Should the First Vice-President be required to assume the duties as acting President, he/she may appoint another member as acting Chair of the Program Committee.
- B. The First Vice-President shall preside at General Membership meetings and Board of Directors meetings, in the absence of the President, and is bound by the same responsibilities.
- C. The First Vice-President shall familiarize him/herself with all of the business of the organization, its finances, its Bylaws and Standing Rules, policies, objectives and programs.

**Responsibility IV: The Program Chair shall support Society activities by:**

- A. Making every effort to attend every CVGS Board of Directors and General Membership meeting and fully report program and seminar details for coming months.
- B. Purchasing the necessary materials to adequately carry out the requirements of the position. All requests for reimbursement must be accompanied by receipts that clearly delineate the expenses for which reimbursement is requested.
- C. Regularly updating the First Vice-President’s notebook containing the current Society Bylaws, Standing Rules, respective SOP, and proposed membership programs, seminar planning and speakers. This notebook shall be passed to the succeeding First Vice President.

## ADDENDUM

### **Suggested Calendar Checklist: General Membership Meeting Program:**

- Six months before: Arrange guest speaker for specific time and date, including topic, honorarium, expenses, equipment needs, etc.  
Prepare Speaker Agreement for signature of acceptance, as described in Responsibility I, Item B, Sub Item 3, for each guest speaker.
- Three months before: Coordinate date and time with venue, if meeting is in-person or hybrid.
- Two months before: Obtain speaker biography, photograph, and program description from guest speaker.
- One month before: If in-person or hybrid meeting, obtain equipment needs from guest speaker.  
Provide speaker biography, photograph and program description to Web Administrator and Newsletter Editor.
- Two weeks before: Obtain speaker handout and if in-person or hybrid meeting copy guest speaker handout to distribute to meeting attendees.  
Coordinate equipment needs with Web Administrator, if in-person or hybrid meeting.  
Obtain the guest speaker's mailing address and send to the Treasurer, if the meeting is by Zoom.
- Before the meeting: Obtain speaker honorarium check from Treasurer, if the meeting is in-person or hybrid.
- Day of meeting: If the meeting is in-person or hybrid:  
\*Arrive at venue ahead of meeting time.  
\*Greet the guest speaker and help him/her with equipment, if necessary.  
\*Introduce guest speaker to President and to attendees before the speaker's presentation.  
\*Thank the guest speaker after the program and give the honorarium check.