



CHULA VISTA GENEALOGICAL SOCIETY
Standard Operating Procedure
FIRST VICE-PRESIDENT, PROGRAM CHAIR

As defined in the Bylaws of the Chula Vista Genealogical Society, the First Vice-President shall serve as Chair of the Program Committee. He/she shall plan, coordinate, and promote all 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 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.
 - a) *(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.
 - a) *(Exceptions will be the CVGS Annual Summer Picnic, the CVGS Holiday Luncheon and conflicting venue and holiday schedules.)*
 - 1. Reserve auditorium and/or necessary conference rooms, coordinating all room reservations and equipment needs with the Librarian and the Webmaster.

2. Negotiate and coordinate program details with guest speaker using a speaker contract. Contract should include date, time, location, topic(s), honorarium, and other expenses.
3. Create the speaker contract, have it signed by the First Vice-President, Program Chair, and the Speaker. Send two copies to the guest speaker, request one signed copy returned from the guest speaker and forward said copy to the Secretary.
4. Obtain a short program description, short speaker biography, speaker
5. photograph, program handout and equipment needs (laptop, projector, table, (etc.) from the guest speaker at least three months before the program date.
6. Provide guest speaker's publicity material (program description, biography and photograph) to the President, Webmaster and Newsletter Editor at least one month before the program date.
7. Coordinate program equipment needs with the Webmaster.
8. Obtain the program handout from the guest speaker at least two weeks before the program date.
9. Copy sufficient speaker handouts for the general meeting.
10. Obtain the honorarium check for the guest speaker from the Treasurer before the program date.
11. Prepare a certificate of appreciation for the speaker before the program.
12. Meet with the guest speaker before the scheduled meeting time on the program date in order to assist with the setup at the venue.
13. Ensure that the guest speaker is introduced to the President and meeting attendees.
14. Ensure that the guest speaker is thanked for their program, provided a certificate of appreciation, and given the speaker honorarium.

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

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

1. Contact selected venue and make the reservation of 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.

a) *(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 Salvation Army 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.

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 and seminar planning and speakers. This notebook shall be passed to the succeeding First Vice President.

ADDENDUM

Calendar Checklist: Before a General Membership Meeting Program or Seminar:

- Six months before: Arrange for guest speaker on specific time and date, including topic, honorarium, expenses, equipment need, etc; use a speaker contract; create the speaker contract and have it signed by the President and Secretary.
- Three months before: Coordinate venue date and time with venue (usually via the Librarian).
- Three months before: Obtain speaker biography, photograph and program description from guest speaker.
- One month before: Obtain handout and equipment needs from guest speaker. Provide speaker biography, photograph and program description to President, Webmaster and Newsletter Editor.
- Two weeks before: Obtain and copy guest speaker handout. Coordinate equipment needs with Webmaster.
- Before the meeting: Obtain speaker honorarium check from Treasurer. Copy speaker handout for meeting attendees.
- Day of meeting: 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 attendees. Thank the guest speaker after the program and give the speaker a certificate of appreciation and the honorarium check.