

Nobleton & King City Garden Club



Program Coordinator

Responsible booking and managing all aspects of Speakers at each general meeting and August member only event.

The program coordinator works closely with the communications coordinator and any others responsible for promotions and social media, providing all information they need to create the Annual Club Meeting program in time for Canada Blooms and support all promotions and communications in a timely fashion.

Use: nkcgardenclubevents@gmail.com for communications with speakers

Member of the board.

- Attend all board meetings
 - Report on Speakers and events at each meeting.
 - Discuss topic ideas in alignment with Mission, Vision, Club initiatives and membership growth.
 - Submit proposed budget. Deliver within budget.
 - Keep track of and submit annual volunteer hours (1x yr)
 - Complete Speaker List for OHA District 15
 - Forward Speaker invoice to Financial Officer for payment
-
- Sept- Dec Research and connect with potential speakers for year ahead
 - Reference OHA speaker list
 - Reference OHA website
 - Research and make connections with organizations and community groups For example: YR water program to collaborate. (They pay for/provide speakers and promote at our event)
 - Arrange entertainment for AGM (when applicable)

Nobleton & King City Garden Club

- Jan- Feb
 - Finalize speakers for the full year program.
 - Create a chart of information for board members to use in their roles and responsibilities complete with Date, title, description, Contact info, social media links for promotion, Equipment, Notes and Fees agreed upon.

- Have information ready in time to be published in Mozaic Magazine Event listings..... (Communications)
- Have information ready for Experience King/Garden Tour/Plant sale/Canada Blooms etc.
- Meet with Social media volunteers to discuss event promotion strategy
- Request Pictures, Bio and Promotion links from speaker and forward to communications/social media coordinators.

One month in advance –

- Confirmation email to Speaker reiterating all arrangements
- Request invoice/payment name and address to forward to financial officer

One week prior to meeting night -

- Connect with Speaker to confirm. Do they have any questions or concerns.
 - Send zoom link for Online events or Address and parking etc for live events.

Meeting day - Connect with Speaker by phone. Confirm any last minute details.

Meeting night:

- Greet speaker upon arrival
- Assist with set up
- Provide water
- Offer tea, coffee for them to serve themselves and mingle.
- Confirm if they prefer to do their own intro or you do it.
- Receive any gifts or offerings for the draw
- Get cheque from Treasurer - give them payment (in an envelope or gift bag) Introduce Speaker (as per agenda)

After meeting - Follow up with a Thank you call/email.

Nobleton & King City Garden Club

Rev. 2021