

FELLOWSHIP FORUM

CHAIRMAN, PROGRAM COMMITTEE

[The Fellowship Forum IT manager controls the web site and handles many formatting details of the online schedule such as adding columns for each new year, labeling attire for each month, applying background colors where appropriate, and marking “Ladies’ Days.” When a new Program Chairman is appointed the IT manager sends him an email providing a log-in link at Google allowing him to edit the online schedule, which then becomes his responsibility.]

The Program Chairman must:

- Recruit members for appointment to the Program Committee, to help him out when necessary. There is no specific number of such members.
- Solicit possible speaker recommendations from all Fellowship Forum members. Ideally such recommendations include a proposed date, a topic or title, a brief review of the speaker’s qualifications, and the speaker’s AV requirements. Also ideally the recommending member will approach the speaker and become his sponsor. That is the way it usually works, but sometimes the Program Chairman, if he is anxious to acquire the speaker, must find an alternate sponsor or become the sponsor himself.
- Notify the sponsor when his speaker has been scheduled. Remind the sponsor of **Sponsor Responsibilities** for the talk, which are to:
 - assure that the speaker’s scheduling is appropriate.
 - assure that the speaker knows of *Information for Speakers* and other information available at fellowshipforum.org.
 - tell the AV manager ahead of time specifically what equipment is required.
 - meet the speaker before the talk early enough to set up and test the AV.
 - introduce the speaker at the beginning of the talk.
 - send a thank-you email to the speaker if the Fellowship Forum Secretary is not available, with a copy to the Program Chairman.
- Assist or stand in for any sponsor who fails in these responsibilities [an infrequent circumstance].
- Send the members a group e-mail each Friday, via FFgen@yahogroups.com, with [hopefully] substantial information about the upcoming speaker and his topic and identifying the sponsor .
- Announce to the members each Tuesday, when called upon by the President, the two upcoming speakers, their topics, and their sponsors.
- Assure that the Secretary will be available to write each thank-you letter and, when the Secretary will not be available, that the Sponsor is aware of his responsibility to do so. [The Program Chairman should receive blind copies of all thank-you letters, regardless of writer, for the speaker’s file, and should stand ready to remind the responsible writer if necessary.]
- Find someone to adopt all scheduling responsibilities during each week when he is out of town [... normally a prior Program Chairman who retains schedule access].
- Tabulate the year's Sponsor activity for a cumulative spreadsheet maintained by the Secretary.

— Present a report of his year's activities at the annual business meeting in January of the following year, normally listing all sponsors and particularly honoring those members who sponsored multiple speakers.

* * *

The following page is a model handout by the Program Chairman as a convenience for members. It might best be distributed **both** via FFgen@yahoo.org **and** on paper at a meeting to reach members who do not use the web. Obviously **Year**, **Email**, and **Phone** and **Name** for Program Chairman will change each year, and – if a Program Chairman plans to operate differently the form should be changed.

Be warned, if a Program Chairman chooses to distribute such a form he should not be dismayed when various members seem never to have read it.

How to Sponsor a Speaker for the Fellowship Forum.

A> Via the internet.

1- To find available dates, go to fellowshipforum.org and click on **Year** at the far right of the first line. That will produce the Program Schedule of the moment.

2- Contact your speaker and offer any open date. [Be aware that the schedule sometimes changes daily.]

3- If you wish I will hold a specific date for you to use in your negotiation. The hold will appear in red on the schedule with your name on it. There will be no specific time limit on the hold, but I will bug you about it every week.

4- Pick a date and contact me — by email at _____ ***Email*** _____, or by phone at _____ ***Phone*** _____, or in person at a meeting. As soon as I receive the contact I will book the date for you, provided it remains open. If not, repeat the process.

With very few exceptions, I will schedule anyone you present. You then will become the **Sponsor** * of that speaker.

B> In person or via telephone.

1- Talk to me, or call me at _____ ***Phone*** _____, to discover open dates. [Remember, open dates on a printed schedule may now have been filled.] Hold a date if you wish, as in item 3 above.

2- Negotiate with your speaker.

3- When you settle on a date contact me as soon as possible, as in item 4 above, to put it on the Program Schedule.

* Responsibilities of a Sponsor

Once you schedule a speaker you become that person's Sponsor. The Sponsor must:

- assure that the speaker's scheduling is appropriate.
- assure that the speaker knows of *Information for Speakers* and other information available at fellowshipforum.org.
- tell the AV manager ahead of time specifically what equipment is required.
- meet the speaker before the talk early enough to set up and test the AV.
- introduce the speaker at the beginning of the talk.
- send a thank-you email to the speaker if the Fellowship Forum Secretary is not available, with a copy to the Program Chairman.

Program Chairman , Year