

Appointed Position Description: Program Lead Amador County Branch, AAUW

Coordinates efforts with Program Chair:

- Coordinates arrangements with speakers or presenters.
- Prepares flyer for program, working with the Publicity Chair, as needed.
- Provides copy to both Publicity Chair and Newsletter Editor.
- Handles and records RSVPs for program. (Lead's name and contact information are on flyer.)
- Works with Program Chair on set up, clean up, sound system, chairs, tables, format, introduction, nametags, and name cards, as needed.

Approved January 19, 2012

Revised 4/14/22