
Palm Harbor Newcomers Club

LUNCHEON PROGRAM CHAIR – GENERAL BOARD/ BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be appointed to one
additional consecutive term.

Purpose:

Plan, secure and imple-
ment entertaining/
interesting, diverse
programs for monthly
PHNC luncheons.

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board,
PHNC General Board and
General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the General Board and Board of Directors.
- Attend all Board of Directors and General Membership meetings and report, as appropriate, any and all plans, updates, actions taken or issues identified.
- If unable to attend a Board of Directors or General Membership meeting, notify the President and submit a brief report in writing no later than three days prior to the meeting.
- As necessary, submit budget requests for the position, including, but not limited to, deposits, speakers fees and staging costs.
- At least three months prior to a proposed luncheon program and prior to obtaining any contract, other commitment or financial expenditure, submit all details to the Board of Directors for approval.
- After approval by the Board of Directors and working within the approved budget, plan and acquire all components of monthly luncheon programs, including, but not limited to, speakers, entertainers, complimentary lunches, transportation costs, licensing fees, decorations, costumes, table favors, music and any other desired staging.
- Notify the Vice President-General Meetings of all facility needs for each monthly program, including, but not limited to, room set up, podium placement, menu requests, audio visual and/or dance floor requirements and any other staging components.
- Coordinate, as necessary, with the Table Décor Chair on themes and staging components, including, but not limited to, table favors, decorations and other staging components.
- Provide detailed information on each program in writing to the Website Chair, Chatterbox Editor and Publicity Chair at least two months in advance of each program month. (Ex: July info on May 1)
- As necessary, provide contracts and other binding agreements related to monthly luncheon programs to the Vice President-General Meetings for signing or, in her unavailability, to the President, Vice President-Membership or Treasurer.
- As necessary, submit check requests in a timely manner to the Treasurer.
- As appropriate, host program speakers/entertainers at luncheons and send thank you notes on behalf of PHNC following their appearance.
- Delegate tasks as appropriate.
- Pass on materials, supplies and records and train successor. Materials should include a comprehensive list of all program contacts, resources, components and costs.