



Pennsylvania Alliance of Retirement Community Residents

JOB DESCRIPTION

Title: Program Chairperson

Description: The Program Chairperson is responsible for arranging for speakers/programs at the quarterly general membership meetings. This office is an appointed position and not subject to term limits and serves at the pleasure of the executive board. It is this office's responsibility to assure that the programs meet the expectations of the membership given the diversity of interests among the members.

Election and Term of Office: The person filling this position shall be elected by the Executive Committee for a one year term but may continue in this position indefinitely until resignation, retirement, death or termination by the Executive Committee.

Specific Responsibilities:

- *Works with the board to select four(4) topics per year for presentation at the quarterly meetings.
- *survey's members and other sources for possible topics of interest to the group.
- *Present to the board topics which the membership suggests
- *Determine possible presenter from personal experience and from suggestions and recommendations of interested parties.
- *Contact/invitation will be made with initial choices of speakers via email, letter, or phone including pertinent information about PARCR, the style of meeting's, expected content, possible dates, etc.
- *Solicit biographical information from speaker to be placed in the PARCR Post and promo materials.
- *Keep the Board informed of speaker and follow up to assure that the speaker has whatever special equipment they may need on the day of presentation
- *Arrange for monetary gift (gift card) if appropriate to express appreciation

Qualifications:

- *Must be a resident of a CCRC and a member of PARCR
- *Have good communication skills
- *Be able to communicate electronically
- *Be creative in developing leads for programs and speakers
- *Be detail oriented and able to follow through with plans
- *Be willing to follow the interests of others