

Program Committee

The Program Chair/Committee is responsible for:

- Determining and scheduling the monthly membership meetings of LWVEP
 - Determining the list of topics to cover during the League meeting year (September – May)
 - Inviting speakers and coordinating scheduling
 - Contacting Speakers to determine content and any logistics (A/V, etc.)
 - Determining the time and location
 - Writing and submitting publicity for each meeting
 - Introducing the speaker at each meeting
 - Securing the locations for each meeting

The Program Committee should receive ideas for programs during the Program Planning meeting in January/February each year. In addition, after the new board is elected, the Program Committee usually meets with the President to determine the line-up of topics for the year (sometime during the summer). The Committee may meet periodically throughout the year to assign responsibility for certain meetings, potentially change the line-up of topics if focus for the league changes, or as needed.