CLASS COMMITTEE PROCEDURE GUIDELINES

CHAIRPERSON AND COMMITTEE RESPONSIBILITIES

Decide course topic, dates, presenter and committee member responsible for rest of detailed planning listed below as the Event Coordinator.

Chair will present to ALL Board initial plans and keep them posted on class progress.

Write article for ALL Points Bulletin to help advertise upcoming classes.

EVENT COORDINATOR

Contact presenter, determine availability dates, specific time of day, number of sessions and discuss description of subject matter.

Completed Event Report form to ALL treasurer. One copy pre-class for planning purposes and one final copy after class is complete.

Consult ALL office to reserve room, date and time of class.

Have ALL office send out University Contract to lecturer. Be sure to follow up that contract has been returned with all required information.

Discuss with presenter the need for handouts and/or A/V equipment. If A/V equipment is to be used make sure an ALL member with technical knowledge will be present at each class.

Develop registration flyer that contains a brief bio of the presenter, class description, cost (member and non-member), time, date and place of class and registration deadline.

The day of the class: Meet and introduce the presenter and having bottled water for him/her is advised.

Arrange to have some committee member(s) take attendance for each session.

Stay in contact with ALL office if any changes or cancellation need to be made.

Thank the presenter. If possible write a note on behalf of ALL members.

1/2014