CLASS COMMITTEE PROCEDURE GUIDELINES

COMMITTEE RESPONSIBILTIES

Decide course topic, dates, presenter and committee member responsible for rest of detailed planning listed.

CHAIRPERSON RESPONSIBILITIES

Chair will present to ALL Board initial plans and keep them posted on class progress. Write the article for ALL Points Bulletin to help advertise upcoming classes.

EVENT COORDINATOR RESPONSIBILITIES

Contact presenter, determine availability dates, specific time of day, number of sessions and discuss description of subject matter. Consult ALL office to reserve room, date and time of class. Complete Event Report form for ALL treasurer; one copy pre-class for planning purposes and one final copy after class is complete.

Have ALL office send out contract to lecturer. Be sure to check 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.

Stay in contact with ALL office if any changes or cancellation need to be made. On the day of the class meet and introduce the presenter. Having bottled water for him/her is advised. Arrange to have some committee member(s) take attendance for each session.

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

5/2015