

# **Program Committee Operations Guide**

## **Job Description for Committee Members**

Able to identify and predict topics that will be of high interest to SILL audience

Able to recruit speakers for chosen topics. Recruiting entails not only contacting people you know but also "cold calling" (either by email or phone calls) speakers who we have identified as most knowledgeable on the chosen topic.

Following the speaker's acceptance to speak at SILL, an ability to create data sheets and enter them on the SILL website with information pertaining to date, topic, speaker's biography and photo, and other items.

Ideally, able to moderate speaker's speech at SILL.

Ability to work with others on Programming Committee including ability to recruit speaker at the last minute when another speaker cancels, moderating other recruiter's speaker or other tasks as needed.

## **Speaker Recruiting**

The recruiting function begins in February or March of the prior calendar year. The Program Committee meets to prioritize topics deemed most important and to come up with an initial list of potential speakers. Each committee member is then assigned several topics and given the mandate to recruit a speaker for each topic. Prior to inviting a new (to SILL) speaker, a committee member must "vet" the speaker with at least one other committee member. A video must be included as part of this process.

When an agreement is reached with a speaker, the committee member must then fill out a spreadsheet. On the SILL website, under Program Committee Menu, this is found under "download speaker information sheet". This sheet contains all relevant information such as topic, speaker's address and phone number, biography, photo, whether a map or hotel is needed and other related information. The spreadsheet is then sent to the InfoSheet manager for inclusion on the SILL website.

A letter is then sent to the speaker containing a contract and a speaker release form. The release form must be submitted by the speaker to SILL prior to the brochure's publication input deadline, August 31.

## **Procedures**

Maintain speaker database. Under Program Committee/Program Committee Resources, the databases need to be updated with information on how to contact prior speakers.

Maintain speaker calendar. Under Program Committee Menu, SILL Event Calendar needs to be entered with speaker name, date, topic.

Moderator Coordinator, a member of the Program Committee, is responsible for organizing and maintaining information regarding who is moderating each lecture, who is driving the speaker between Sarasota and Venice, and who is the host for lunch and dinner.

More detailed information is found on the SILL website under "moderator guidelines" and "speaker scheduling options". SILL Recruitment Guide and Power Point Guidelines

## **Role List**

- Committee Chair
- Contract manager
- Driver (speaker between venues)
- Evaluation Manager
- Host
- Moderator Coordinator
- Moderator
- Recruiter
- Speaker Calendar manager

## **Committee Chair**

- submit monthly reports
- schedule committee meetings

## **Contract Manager**

- get signed contracts for all GI speakers

## **Driver**

- drive a speaker to/from the airport and/or between venues
- must be board member who has certified insurance

## **Evaluations Manager**

- coordinate evaluations with area day teams
- define list of speakers to be evaluated this season
- process evaluation forms received from day teams [numeric score and written comments list]

- send data to Technical Committee Data Manager for consolidation and posting on website

To be added: Link to Evaluation form, numeric score calc (how done)

### **Host**

- a Host (usually a board member) is assigned to each SILL speaker to oversee all aspects of speaker visit
- arrange for some meals and transportation for the speaker
- offer invitations to other board members to dine with the speaker
- may include Driver role
- may include Moderator role or just introducing the speaker

### **Moderator Coordinator**

- establish and maintain the Moderator Calendar for each season
- share these Guidelines with new Moderators
- introduce or remind all Moderators re their responsibilities (see Moderator role)
- Mentor all Moderators on best stage practices (no bios, brief one-minute introductions, mention of silencing cell phones, delivery of special announcements, Q&A assistance when desired by the speaker)
- create and distribute week activities (Moving Parts document)
- find replacements for moderators as needed
- serve as a liaison for Moderators with the Program Committee
- After recruiters have selected which of their speakers they wish to moderate (and host or drive), identify additional Moderators and schedule the remainder of the Moderator slots (as well as slots for hosts and drivers).

### **Moderator**

- introduce the speaker
- control the timing of the lecture
- moderate the Question and Answer session following the lecture.

### **Speaker Calendar Manager**

- work with recruiters to maintain a web based speaker calendar (Google)

[revised 10/24]