

PROGRAM AND FACILITIES CHAIRPERSON

FUNCTION

The Program and Facilities Chairperson acts as a liaison between the District Governor (DG) and those facilities in which various district meetings and activities are held.

REFERENCES

GENERAL

The program and facilities chairperson is appointed by the district governor.

DUTIES

1. Begin planning in coordination with the DG for meeting facility requirements as soon as he/she is appointed Program and Facilities Chairperson.
2. Be responsible for the American flag, District Governor's flag, District Banner and any other paraphernalia belonging to the District.
3. The Program and Facilities Chairperson is responsible for four cabinet meetings and the District Rally (others at the request of the governor). The District Convention Committee may provide direction for the fourth cabinet meeting, which will be conducted in conjunction with the Convention.
4. Contact the facility early to establish a contract for the District Convention and other meetings as needed and to confirm the date of meeting and make preliminary arrangements and inquiries about contacts, meals, rooms, and necessary equipment needed.
5. Finalize requests to the facility for rooms needed for various meetings (such as the general cabinet meeting, leadership development, new member orientation, a Past DG meeting, guests entertainment and others). Request contact person from facility for any unforeseen problems on meeting day.
6. On the day of the meeting, have set-ups complete well in advance of starting activities.
7. Post direction signs outside to assist in locating the meeting place.

Procedure Change History

May 1, 2002

February 17, 2008

April 25, 2009

February 18, 2017