

Program and Social **Program and Social**

Program and Social's primary function is to secure meeting facilities for the monthly General and Board Meetings.

Along with finding the facilities, we coordinate the menu choices and pricing. The committee keeps track of all standing reservations and is the recipient of all members RSVP's, etc. In addition, we collect payment for the General Meeting, sell raffle tickets and distribute chance drawing gifts.

This committee is also responsible for the General Meeting topics, speakers (including arranging for their dinner) and making sure that the guest speaker has any necessary materials for their presentation i.e. projector, projection screen, microphone, etc. We coordinate this process with other committees that are assigned to arrange the program for a particular month.

We are also in charge of arranging for the associations Christmas party and setting up the Installation Dinner each June.