**Vice President of Programs**

**Job Description**

**Updated 2018**

The VP of Programs is responsible for planning four programs per school year. Although there is no set order or agenda for each year’s meetings they traditionally include the following.

1. A business/social meeting to begin the year and inform current and new members of this year’s calendar of events.
2. A Masterclass
3. A join-meeting with Piano Teacher’s Forum and Mid-Cities MTA.
4. A special presentation or social event.

I would recommend having 2-3 volunteers to help run the events and possibly even form a committee so that members who help organize events and venues can be formally recognized.

**Summer To-Do List**

**June**

* Come up with ideas for programs.
* Contact the president and the treasurer about your budget and a tax exempt card for making purchases.
* Begin contacting locations for available dates
* Begin contacting potential presenters.

**July**

* Confirm dates and presenters if possible.
* Send the VP Membership a “Save the Date” email to forward to membership about the first meeting.
* Send information about the first meeting to the Website/Yearbook Coordinator.
* Contact Committee Chairs about the Open House

**August**

* Confirm final dates/locations/presenters for all programs and send updated information to the Website Coordinator.
* Send an Evite or Email invitation to the membership.
* Send a reminder email to membership.

**School Year Schedule**

**One month before the event:**

* Send an Evite or Email invitation to membership.
* Order food and supplies.
* Confirm location reservation.

**Two Weeks before the event:**

* Contact treasurer about payments for location, presenters, etc.
* Send a confirmation email to the presenter with an itinerary.
* Create a program for the meeting and have it printed.

**One Week before the event:**

* Send a reminder email to membership.
* Pick up any necessary supplies for the meeting.
* Prepare thank you notes for any presenters.

**Event Checklist**

* Pick up food and beverages for the event
* Presenter
* Equipment Needed (Piano, Power Point, Internet, Table, Etc.…)
* Payment and Thank You Note for presenter
* Food Table
* Tablecloth
* Food and Beverages
* Napkins, Plates, Cutlery
* Water bottles
* Donation Jar
* Check – in table
* Nametags and Pens
* List of Membership
* Tablecloth (welcome sign and or flowers)
* Program
* Save the Date for future meetings

**After the Event:**

* Give treasurer receipts for reimbursement
* Send any thank you notes you may have forgotten.

**FWMTA Program Planning Sheet**

**Date:**

**Time:**

**Location:**

**Presenter(s):**

**Refreshments:**

**Additional Meeting Items:**