

Program Coordinator – Job Description

JOB PURPOSE

In association with a team, the Program Coordinator arranges and coordinates speakers, presentations and similar events for meetings of The Society.

KEY DUTIES AND RESPONSIBILITIES

1. The Coordinator assembles a team to recommend, recruit and schedule speakers and presenters for meetings. To the extent possible, the Coordinator should delegate responsibilities, encourage participation by team members, and consider team members as potentially assuming the future role of Program Coordinator.
2. The team invites presenters for Garden Chats preceding many main meetings of The Society. Garden Chat presenters are often, but not necessarily, Master Gardeners.
3. The Coordinator ensures that the schedule of events is communicated to the Board, members of the Society and the Public.

Program Coordinator – How To

1. The Coordinator:

(a.) Encourages the team to explore a variety of resources to identify and recruit possible speakers and presenters. Possible resources include

- The OHA website (insert URL), which lists speakers for all Horticultural Societies throughout Ontario.
- Fanshawe College (insert program and contact details)
- The Ontario Ministry of Agriculture (insert URL)
- District 10 (insert proper name and contact)
- Master Gardeners (insert contact details)
- The Royal Botanical Gardens (insert contact details)
- Western University (insert contact details)

These and similar resources will often provide excellent speakers for a nominal fee or even pro bono.

(b.) As speakers and presenters are considered, informs the Board of any special arrangements such as higher honoraria or travel expenses.

(c.) Arranges for introductions and expressions of thanks to speakers and presenters. The Coordinator or other members of the Program Coordination Team may assume that role, but it is often appropriate to extend the offer to other Society members.

(d.) Sees that honoraria have been negotiated and paid, as well as other disbursements such as travel expenses for speakers travelling lengthy distances. Informs Society Treasurer of honoraria arrangements well before event¹.

(e.) The Society's current honorarium is usually (\$number), but some speakers who seem likely to attract a larger audience may be paid more. Other financial arrangements may include travel costs (currently (*insert*)/km. and, in unusual circumstances, overnight accommodations. Local speakers may be given a one-year complimentary membership to the Society.

(f.) Confirms meeting rooms have been reserved and audiovisual and other equipment is available and in working order. Main meetings of The Society are currently held in Griffith Auditorium. A smaller meeting room in the Griffith space is reserved for Garden Chats.

(g.) In cooperation with The Society's Corresponding Secretary, ensures speakers and presenters are sent written notes of thanks.

¹ The Society's current honorarium is usually (\$number), but some speakers who seem likely to attract a larger audience may be paid more. Other financial arrangements may include travel costs (currently (*insert*)/km.) and, in unusual circumstances, overnight accommodations. Local speakers may be given a one-year complimentary membership to the Society.

2. The Coordinator and team enables Society Members to comment about presentations and suggest future topics and speakers. A brief rating form inviting comments is the most direct way of gathering and compiling such information (attach sample form). The form may also provide an opportunity for Society Membership to suggest future speakers.
3. As speakers and presentations for a calendar year have been arranged, the Coordinator and team advise the Board. Society Members and public are informed of forthcoming speakers and presentations by announcements, media publications and a Society brochure listing scheduled presenters and topics for the forthcoming calendar year. (I'm unclear if we thought this should be the responsibility of the Program Coordination Team or—I hope—the yet-to-be-defined Publicity Committee).

Useful Skills and Experience for a Program Coordinator

1. Team recruitment, organization and facilitation.
2. "Networking" skills (e.g., contact with other organizations for recommendations of speakers and presenters).
3. Budget management for honoraria and other expenses.

