



Squaw Valley Institute Program Committee Volunteer Job Description

The Program Committee of Squaw Valley Institute is responsible for the planning and implementation of all Squaw Valley Institute programs not related to fundraising. The committee meets once a month to discuss potential programs, scheduling, and delegate tasks to members.

The Program Committee Volunteer will report to the Chair of the Program Committee and will be asked to give reports at the monthly meeting committee meeting. The tasks of the Program Committee Volunteer are as follows:

Programs

- Generate program ideas to be discussed at program meetings and be prepared to accept responsibility for programs generated from those ideas
- Contact potential speaker for interest and discuss potential programs, date availability, and other possible needs i.e. AV etc... see topic worksheet and checklist.
- Send potential dates to Committee Chair
- Confirm event date with speaker after committee chair receives response from venue

Public Relations

- Obtain all PR materials from speaker including bio, event details, picture, etc...
- Work with executive director to get press releases sent out.
- Send all info to appropriate person for the development of PR material (see below).
- Work with Institute volunteer to get information on all local calendars, SVI website, and Social Media

Meetings

- Attend monthly Program Committee meeting to give program updates

All press release info will be sent to **John Wilcox** to develop and send press releases on each event for forwarding to **Marc Sapoznick**. Information will also be sent to **Barbara Wilcox** for flyer and email development. Info will be sent to programs@squawvalleyinstitute.net to be placed onto all local calendars, social media and the website. The volunteer will also help place flyers around town. Info will be sent to **John Wilcox** for local meeting announcements including breakfast meetings and other.