

# Wichita Genealogical Society



Open Board of Directors Position

## Program Director



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### *Program Event Planning*

- Research and Help Select Monthly Genealogy Programs
- Coordinate with Presenter and Library for Equipment Needs
- Help Presenter Setup and Introduce to WGS Audience
- Manage Flow of Monthly Meetings

### Tasks

The Program Director manages many aspects of the monthly genealogy meeting/presentation.

- Chair a committee that researches and selects presentations/classes for the following year, and arrange for that speaker to commit to a scheduled presentation.
- Publishes a yearly calendar of events and provides the data to the library for promotion.
- Supplies the webmaster and PR director with programs details for promotions. (2024 is complete)
- Check with the presenter one month before meeting to verify equipment needs and their attendance.
- Check Library Conference Rooms at least one hour before presentation for correct setup and verify projection system works. Coordinates with Library staff for requested items such as microphones, etc.
- Greets monthly presenter and assists them in setup.
- Attend the monthly Board of Directors meetings, 2<sup>nd</sup> Monday of the month, 6:00 PM and report items that have been archived the previous month.
- Training and assistance is provided.

### Qualifications

- Proficient with PC and presentation tools, including loading a PowerPoint file and executing
- Comfortable speaking in front of a crowd to introduce speaker and manage meeting.
- A Plus - experience with PowerPoint to create a short 'Greeting' that runs as attendees arrive.

### Join US

Talk with Fred Knoblauch and other board members about the position. Become a part of the Wichita Genealogical Society and help us offer great things.

For more information, contact Fred Knoblauch, President at 316-218-2783 or email at [President@wchitagensoc.org](mailto:President@wchitagensoc.org).

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