

Bokeelia Civic Association Position

Program Chairman: The Program Chairman will meet with the Board in September of each year and at each monthly Board meeting to determine possible speakers and programs. Chairman will be responsible for contacting the speaker, explaining our needs, determining availability, arranging a meeting place, providing directions, filling any requests for equipment or handouts and securing title and short bio if available. At each General and Annual Meeting the Program Chairman will ask members for input regarding speakers at future meetings.

Chairman will also be responsible for providing a description of the meeting to Marianne Paton at the Pine Island Eagle in ample time to meet publication deadlines (approximately two weeks prior to each meeting). Be sure you have a copy of the agenda from the Secretary so you know if there are any other items that will need to be publicized. Always provide BCA membership information at the end of the press release..

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