

# Program Director's Duties

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## **1. The Program Director schedules and maintains Speakers, Greeters and Showboaters for the month**

### **2. Keeps a short bio, supplied by each member on a 3 x 5 card, to use when introducing the Speaker(s) each week.**

if the chapter has 20 or more members there are to be two Speakers, Greeters and Showboaters for every meeting; three of each, if the chapter has 50 or more members

- a. These members are to be scheduled to participate, do not request volunteers.
- b. Hand out the program schedule during committee reports the first week of each month.
- c. Each member is assigned as follows: Showboat the first week, Greet the second week and Speak the third. Continue this rotation with all members.
- d. Ensure that you have alternate Speakers scheduled in the event of a no-show.
- e. Any member not willing to promote their product or business is subject to termination from the Chapter.

### **3. Announce the upcoming Speakers, Greeters and Showboaters during committee reports.**

- a. Introduce that day's Showboater and ask them to give a 30 second commercial about their display, then lead the room in a round of applause. Acknowledge the official Greeter, and thank them for a good job at the registration table and then lead the room in a round of applause. Mention the speaker by name again, and lead the room in another round of applause.
- b. Announce the program for next week to the chapter.
- c. Explain to new members when reporting to the Chapter that they will be given the opportunity to participate in displaying their service or product.
- d. The day before your next meeting, call all scheduled members and remind them. Gather information from the Speaker for a proper introduction to their presentation.
- e. A Showboater or Greeter who does not arrive 15 minutes prior the meeting puts \$1 in the Tip Bucket. If a no-show, a \$10 Reminder is expected.
- g. A scheduled Speaker who does not speak is Reminded to put \$10 in the Tip Bucket.

### **4. Informs Greeters of their Responsibilities:**

- a. Meet all guests and members at the door with the following, "Welcome to LeTip, my name is,\_\_\_\_\_. I am the official Greeter today."
- b. The Greeter has all guests sign the registration form, fill out a name badge, select a breakfast and/or lunch and introduces the guest to the Showboater.
- c. The Greeter never leaves the registration table until the meeting begins.

### **5. Informs Speakers of their Responsibilities:**

- a. Speakers are given eight minutes to present their business, and two minutes to solicit questions and advise fellow members how they can be tipped.
- b. The Sergeant at Arms will time the Speaker giving them a two minute warning.
- c. Provide short bio to Program Director for introduction.

### **6. Informs Showboaters of their Responsibilities:**

- a. The display is to be set up 20 minutes before the structured meeting starts.
- b. The Showboater displays their product or service. Be creative! People are visual. A great display will speak louder than your commercials.

For Program Director Script please go to the LeTip Library- found under under Members Only at letip.com