

Lambeth Art Association
Job Descriptions for Executive and Convenor Positions

7. Title: Program Convenor

Last Updated: January 2025

Prepared by (name and email): Chris Allaway callaway56@live.com

General Description of Position:

- Arranges for guest speakers and/or activities at general meetings;
- Ensures equipment is in place and working;
- Introduces and thanks guest speakers;
- Co-ordinates with the Treasurer for honorariums paid to guest speakers (members, if asked to be guest speakers, may wish to wave payment for services to help the club);
- Ensures members have access to the meeting where controlled entry exist;
- Keeps and maintains equipment relevant to the presentation of general meetings and programs.

Skills Required (technical or otherwise): It is helpful if the Convenor has some technical skills to help a speaker set up needed presentation equipment, but this is not required. Also, the Convenor needs to have good communication skills via email and telephone.

Approximate Amount of Time Required (daily, weekly, monthly, annually?): Time is minimal to do this, however, it is expected that the convenor will book speakers well in advance, attend all meetings (or arrange for another member to take on these duties), introduce the speaker, help the speaker as needed, and arrange for payment.

Can this job be shared/shadowed? This job can be shared, in fact, it is recommended it is.

Comments, Suggestions and Helpful Hints:

- The Program Convenor arranges the program portion which follows the general meetings, approximately six times each year. The program can involve an outside presenter or one from within LAA. It can involve a speaker or an activity.
- The goal of the program is to enhance knowledge or skills, and enlighten members.
- Guest speakers, presenters, or activities should be arranged well in advance of meetings. A three-month lead time is preferred. It is suggested that the programming for September through November be completed by August 1 and presented to the Executive. The programming for January through March should be completed by December 1.
- It is helpful if the convenor has a list of possible artists or other presenters to approach. Members can be asked for input.