

## **CLUB PROGRAM COMMITTEE**

**PURPOSE:** To obtain and schedule fun, interesting, and informative meeting programs as part of regularly scheduled meeting activities.

**PERSONNEL:** The Committee should consist of 1-4 members including the Chair. Members should have a variety of contacts throughout the community and be willing to contact and secure programs and presentations that will enhance the meeting experience.

**DUTIES/RESPONSIBILITIES:**

- To schedule a program for each regularly scheduled Club meeting.

**RESOURCES:** “Web-site” <http://www.optimist.org/> and click on Forms & Publications.

- Review the on-line directives of the Optimist International Program Handbook.

**ACTION PLANS:** Research and develop plans that will provide interesting effective programs for each Club meeting.

- a) What is going to be done?
- b) Who is going to do it?
- c) When is it going to be completed?