

# **UMWC Conversations Committee**

## **Job Description**

The purpose of the Conversations Committee is to secure speakers for the three Luncheons with a Woman Leader, to host the speaker at the Luncheon and to introduce her. The Committee provides the names of the speakers to the Directory Editor in the spring and furnishes an article about each speaker with photo for the newsletter.

The members of the Committee work closely with the Event Coordinators and in communication with the President and President Elect.

The Chair of the Conversations Committee is an appointed position, and the members are recruited by the Chair. The Committee is generally made up of three members, each one in charge of a particular Luncheon.

### **Time Table:**

April- June. Committee meets to plan the coming year. Three to five speakers are selected. One member is assigned to contact each speaker for a particular Luncheon. The names of the speakers are given to the Directory Editor. Any open dates can be listed as TBA and should be filled as early as possible.

July- September. Any remaining open Luncheon dates should be filled.

### **With each Luncheon:**

Ten days to two weeks before the newsletter deadline, contact the speaker to remind her of her commitment and request a photo to be sent to the newsletter editor directly, and any information she would like included in the article.

About two weeks before the Luncheon furnish/remind the speaker of the location (with directions, if necessary), time and any other details. Inquire about any audio-visual needs and dietary needs. Communicate with the Event Coordinators about this.

The day of the Luncheon, meet the speaker at the door, or assign a greeter, confirm any AV arrangements. The speaker will sit with the members of the Conversations Committee at the Head Table. The Committee member will introduce the Speaker after the President has finished her opening remarks and will present closing remarks after the speech.

A thank you note or email is sent to the speaker just after the Luncheon. An honorarium of \$100 per Luncheon is in the budget. It can be offered with discretion to the speaker or to a charity of her choice.

Reviewed by Barbara Cohen, 8/7/23