**Annual Program Chair Schedule**

JUN 20 Review of last semester’s Speaker Series

* Identify Fall Semester Speaker Dates
* Executive committee to determine potential Fall Speakers

JUL 18 Contact and confirm Fall Speakers

* Presentation Titles and Descriptions generated (may need to create sample descriptions for each speaker topic, then have speaker edit & finalize titles and descriptions)

AUG 15 Fall Luncheon Series final version created

* Assign Introducers and Thank You Letter reminder
* Copy: Executive Committee President for ERFSA Listserv
* Executive Membership Chair for membership induction
* Communications Chair for press release
* Committee Members for information & Introduction reminders
* OLLI for their September print schedule
* Speaker Reminder Letter sent including presentation information (also identify Communication Chair and explain possibility of future contact)

SEP (mid) Fall Luncheon Series Introduction given at the first fall luncheon

NOV 21 Review of last semester’s Speaker Series

* Identify Spring Semester Speaker Dates
* Executive committee to determine potential Spring Speakers

DEC 19 Contact and confirm Spring Speakers

* Presentation Titles and Descriptions generated (may need to create sample descriptions for each speaker topic, then have speaker edit & finalize titles and descriptions)

JAN 15 Spring Luncheon Series final version created

* Assign Introducers and Thank You Letter reminder
* Copy: Executive Committee President for ERFSA Listserv
* Executive Membership Chair for membership induction
* Communications Chair for press release
* Committee Members for information & Introduction reminders
* OLLI for their January print schedule
* Speaker Reminder Letter sent including presentation information (also identify Communication Chair and explain possibility of future contact)

FEB (mid) Fall Luncheon Series Introduction given at the first fall luncheon