



Duties for **Champion**

last updated 30-December-2009 by Lori Spencer

A **personal meeting** or telephone call has been found to be very valuable where you talk about

- the characteristics of our members. Age, industry, guests, etc.
- projected numbers of attending members
- A/V and computer equipment that's available
- a general outline and time available (generally 45 minutes presentation, 15 minutes Q&A)
- title of presentation that will be published on website and sent to newspaper
- days the speaker is available and the dates that are open
- bio

Evaluate the topic and speaker using the vetting criteria (a separate document).

- If all criteria are “Yes”, bring to program committee meeting, find a date, assign MC and DMCs.
- If there are any “nos”, put back in hopper for later re-evaluation. Notify speaker.
- If there are any “maybe’s” bring to program committee meeting for their assessment and whether to escalate to the board

After a day has been identified, send email with template to confirm :

- title
- A/V equipment
- copying of handouts and posting on website
- introduction info to be used by MC

On Wednesday before the meeting (after the Programs team meeting):

- Send speaker name, title of program and program description to:
 - web@lpnet.org – Program info will be posted on the website.
 - marcom@lpnet.org – Program info will be given to local media.

On Friday before the meeting:

- Post LinkedIn message for NoCoNet, LongsPeakNet, and BoulderNet Groups announcing program agenda and a short note about the speaker
- if the speaker wants us to print the handouts, get the Powerpoint file and print 75 copies (keep receipt and get reimbursed).

Morning of meeting:

1. Greet presenter. **Be there no later than 8:30**
2. Work with MC to get presentation loaded onto laptop
3. work with deputy to handle handouts
4. Facilitate networking between members and presenter
5. Thank the presenter(s)

After Program Team meeting:

- Send Thank You card and/or message to Presenter(s)