

Referrals Club - Program Committee

It is the duty of the program committee to schedule and provide for each regular meeting the following participants:

Greeter - arrives by 6:15am and greets all members at the door.

Showboater - gives a 10-minute talk about their business and may include a display of products, brochures, etc. Handouts are sometimes used to further explain a product or service to the members. This is the time each member has to promote their business and make each of the other members want to refer business to the Showboater.

Speaker - gives a 5-minute talk about his/her personal history to enable other members to get to know them better on a personal level. This is the time to tell about childhood, spouse and family, how you happen to become involved in your type of business, etc.

This requires a 3-week commitment on the part of the member, since Week 1 they are the Greeter, Week 2 they are the Showboater, and Week 3 they are the Speaker. The program chairman make out the schedule and then check with the member in advance to make sure they are going to be in attendance those three weeks in a row. This is a mandatory requirement of membership in Referrals. If the member says they don't want to participate, remind them that is an obligation of membership and if they further refuse, state that you will relay their decision to the president.

The Program Chairman shall make up a schedule at least one to two months in advance based on the past list of participants. Members should expect to be assigned a date approximately once each year. New members should be worked into the schedule within their first three months of membership to allow the membership to quickly get acquainted with them.

Businesses of the Month - The program committee shall be responsible for assigning two or sometimes three, Businesses of the Month for each month. This assignment should rotate and be done based on a list of past participants so a business should expect to be designated no more than once a year. Only businesses with an office or retail store will be scheduled for Business of the Month. Currently, out of our membership, 25% are home-based businesses and would not participate in being a Business of the Month. New members should be assigned as Business of the Month within their first 3-6 months of membership.

Outside Speakers - Approximately once every two months, the program chairman should recommend an outside speaker to the board or president. Outside speakers could include topics such as motivational, general interest, local economy, subjects of interest or concern to local businesses, etc. Political candidates for city council or county supervisor should only be invited after the primary election and where the number is feasible. All candidates for the office must be invited and therefore, the impact on our schedule must be considered. When an outside speaker is scheduled, we will normally not have a Showboater or Speaker that week.

Thank you for serving as Program Chairman!