

Lambeth Art Association

Job Descriptions for Executive Positions and Show Conveners

Title of Job: Program Convener

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General Description of Position:

The Program Convener arranges the program portion which follows the general meetings, approximately six times each year. The program can involve an outside presenter or one from within LAA. It can involve a speaker or an activity. The goal of the program is to enhance knowledge or skills, and enlighten members.

Description of Any Technical Skills Required:

It is helpful if the Convener has some technical skills to help a speaker set up needed equipment to present, but this is not required. Also, the Convener needs to hire the presenters and communicate particulars by email or phone.

Approx. Amount of Time Required: It is up to the convener as to when s/he hires or arranges speakers for the programs. Time is minimal to do this. However, it is expected that the convener will introduce the speaker, arrange for payment, and help the speaker in any other way required. If the convener cannot be present at the event, it is her/his responsibility to arrange for another member to take on these duties.

Let the A/V person know if the laptop and/or projector will be needed at least 1 week prior to the meeting.

Can this job be shared/shadowed?

This job can be shared, in fact, it is recommended.

Comments/ Suggestions/Helpful Hints:

It is helpful if the convener has a list of possible artists or other presenters to approach. Members can be asked for input.