

Keowee Anglers

Program Director Job Description

- Arrange for one of the following activities for the January, February, March, and December meetings:
 - Guest speakers and any associated door prizes for that meeting
 - Swap meet if held is after a guest speaker finishes
 - Roundtable discussions with workstations
 - Possible fieldtrip
- Chair the 4 ‘Real Time’ summer meetings (June, July, August and September) or appoint a club member to run them if not available.
- For each meeting above, arrange for meeting announcements to be sent out by the clubs secretary describing the time, location, and content of the meeting.
- Around the end of August of each year, ensure that someone will reserve meeting rooms for the January, February, March, December, June, July August and September meetings for the following year. As long as the meetings continue to be held at a room in Keowee Key, a Keowee Key Member needs to submit a room reservation request around September 1 for the meetings of the following year.
- Help plan overall meeting agenda with The Club’s President to ensure an orderly flow of the meeting
- Serve as stand-in for Tournament Director in his absence
- Seek membership input on desired meeting topics
- Attend board meetings and report future program activities