* 1. PROGRAM DIRECTOR
     1. Coordinates with Governing Board to tentatively schedule events for the entire year before the beginning of each year.
     2. Begins 60 days before an event to ensure speakers, dates, and venue are verified.
     3. Uses Canva to create artwork/graphics as needed for each event and ensures all artwork is uploaded in Wild Apricot.
     4. Inputs all events in Wild Apricot and coordinates with the Ways and Means Lead to post on Facebook and provide event sponsors.
     5. Ensures event cancellation deadlines are detailed in each event in order for individual to receive full refund.
     6. Pays for a speaker, if required, then provides each speaker with a Thank You card and gift.
     7. Uploads pertinent files by year to Wild Apricot/website/Files/ 08\_Programs/year
     8. Ensures all duties and responsibilities are documented correctly in a separate file and handed off to the Incoming Program Director.