

## Magic Valley Gem Club Program Chairman Job description

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting or the Show Chairman. All expenses are solely the responsibility of the individual making the purchase.

### Job Title **Magic Valley Gem Club Program Chairman**

Reports to: President, Executive Board, and General membership

#### Job Overview:

Over see a program which includes the following: membership instruction, entertainment, & excitement.

You will oversee a committee each with their own area of emphasis. **Those areas are: Saturday Training Specialist** –training which will be hands on learning in a small group setting Yearly agenda will be required. Training is designed to give visual and physical student interaction.

**Meeting Training Specialist** –Training which takes place during the first hour of the meeting and is designed to give a brief introduction to one area of the rock hounding hobby (approved schedule required)

The Program Chairman: the First hour of the meeting is for your program. It can be varied as to format but never extended over into the business meeting hour unless previously arranged.

Your committee over-site duties include finding out the needed information and resources, making contact with agencies and individuals regarding project specific information.

Speakers, demonstrations, skills teaching and multimedia presentations are yours to choose.

Do what correspondence the Club needs done in relationship to your assigned project.

**Keep within the yearly budget given you.**

Make and maintain a list of contacts with each of the Projects, demonstrations, Speakers, Media.

Each club member is different and may or may not participate in all projects. (That's Okay)

Work with club members to accomplish the assignments.

Duties:

The first hour of the meeting is yours to command. The schedule is flexible but must not be extended.

Some suggested formats are:

- 1<sup>st</sup> half hour a movie, second half a demonstration with hands on learning.
- 1<sup>st</sup> half hour a movie, second half a speaker or a speaker for ONE HOUR.
- Demonstrations for the full hour or a 1 hour movie.
- 1<sup>st</sup> half hour a movie....After business meeting finish the movie.

You must accomplish a lot in a short time period. However, your job is to present a glimpse into various skills and areas of knowledge. If a club member wants more then they may contact your presenters for some one-on-one time and learning...This is what we hope will happen.

You will need to compile a list of members and libraries (Club, local, and Northwest Federation) available slides, video/dvd's which members and libraries would allow to be used for program purposes.

Suggested Topics: Tumbling stones, Cabbing, Faceting, Silversmithing, wire wrapping, drilling stones, cutting, selecting proper material, and all the others skill one needs to know to be a rock hound.

Speaker topics include: geology of Idaho, Lava types, how gems are formed, and local sites of interest.