

GN Policies and Procedures

Policy Section: Committees and External Organizations

Subsection: Indoor Program Committee

Topic: Objectives and Operations

Status: Approved by GN Board

Date: 6 September 2016

Policy Statement

1. The Indoor Program Committee organizes presentations for GN members and the general public. The presentations are usually held following the monthly General Meeting from September to June of each program year. The December and June meetings are traditionally potluck dinners with no program, leaving eight guest speakers each year.

2. The main Committee objectives are to:

- a) Identify and recruit speakers,
- b) Select an appropriate venue in cooperation with the GN Board,
- c) Arrange for speaker accommodations and dinner with selected members before the presentation.

Procedures

1. The Committee will inform the Communications Committee of the list of speakers as these are identified and recruited.
2. The Committee will provide a brief description of the presentation and speaker affiliation to the Communications Committee, which will make the announcements in selected GN Society Announcements and appropriate public media outlets. The Committee will make all reasonable efforts to provide this information one month prior to the program so that it can be announced at the preceding General Meeting and allow the Communications Committee sufficient time to meet GN and public media submission deadlines.
3. The Committee will promptly notify the Communications Committee of any program change or cancellation.