



Program Director's Duties

1. Schedule and maintain the list of Showboaters, Greeters and Speakers for a month or more at a time. Give a written copy to the Vice President. Keep everyone informed and up to date each week at your meeting during the committee report.

2. Ask for and keep a personal introduction for each member to be used to introduce them on the day they are the speaker. Encourage them to write more than one as this is the preamble to everyone understanding who they are and what they do.

If the chapter has 20 or more members there are to be two showboaters, two greeters and two speakers for every meeting: three of each, if the chapter has 50 or more members.

- a. These members are to be scheduled to participate. Ask for volunteers if one of the three positions does not show up. Each member should be prepared to pinch hit in place of another with no injury to the schedule. If the Showboater does not show up before it is time to Showboat, any volunteer may take his/her place and showboat. That would allow the person scheduled for that week to still be the Official Greeter the next with no change in the rotation assigned. If you are using Wired to schedule then each position receives an email reminding them of their turn and what position they are covering for that week as part of their four week rotation. If you are manually keeping track, see back page image for an example, download the document at www.letipwired.com (documents-forms Showboater Greeter Speaker). Remember, you need to give a copy of this rotating schedule to the Vice President each month who will inform the chapter in your absence.

3. The beginning of the meeting is when you describe what the Program Director does. This is for all members and guests so they know what is taking place during this part of the meeting. You begin by using the script on pg 4 or the information you know from heart. Once you have described your duties, it is now time to introduce your Speaker(s) for the week. Make sure before the meeting begins you ask the Speaker(s) to sit at the head table and work with the Vice President

to make sure there is a place available for the Speaker(s). Start the introduction of the Speaker(s) by using their own professional introduction. Once you have introduced, you may sit down and enjoy listening to the Speaker(s)!

4. Announce to the chapter the upcoming Showboaters, Greeters and Speakers during the committee reports when called upon by the Vice President. During Committee Reports you will announce who is on the schedule and in what position for the following week assuring all are informed and ready to participate. If a member is absent it is your responsibility to inform or remind them prior to the day of the meeting.

- a. Acknowledge who the Showboater was for the day. This is a non-speaking part of the program so be sure to highlight them. Remind everyone they should have visited the Showboater(s) and if not they will be at their Showboat table after the meeting.
- b. Explain to new members when reporting to the chapter that they will be given the opportunity to participate in displaying their service or product and be placed on the schedule as soon as they complete the online NTS (Network Training Seminar) training.
- c. The day before the meeting make sure all speakers are prepared and that you have an introduction.
- d. Any Showboater or Greeter who does not arrive 15 minutes prior to the meeting to set up puts \$1 in the Tip Bucket and may lose their spot for the week to someone who volunteers and is prepared. If there is a no-show with a scheduled Showboater, a \$10 gentle reminder is expected and due. Make sure you have volunteers ready at all times to fill in.
- e. Any time the scheduled Official Greeter does not show up, the Vice President automatically becomes the Official Greeter for the day or you can use a volunteer. **We do not have a meeting without an Official Greeter.**
- f. A scheduled Speaker who does not speak is expected to pay the chapter a \$10 gentle reminder.

5. Inform Official Showboaters of their responsibilities.

- The display is to be set up 15 minutes before the structured meeting starts.
- The Showboater displays their product or service. Be creative! People are visual. A great display will speak louder than your commercials.
- The showboater position is a non-speaking part during the meeting. Showboaters must stand at their display for 15 minutes before the structured meeting and 15 minutes after the structured meeting to make sure all members have seen and understood your display. Remember, these members are your sales force do they really know what you do? Showboaters will not be speaking at any time during the structured meeting. Doing so takes emphasis away from the Speaker.

6. Inform the Official Greeters of their responsibilities.

- Meet all guests and members at the registration table with the following; "Welcome to LeTip. My name is (say your name). I am the Official Greeter today. I would like to introduce you to our Showboater. Direct the guests and members

to the Showboater table.

- The Official Greeter has all guests sign the registration form, fill out a guest name label, select a breakfast or lunch menu and introduce the guest to the Showboater.
- The Official Greeter never leaves the registration area until the meeting begins. Accept to walk a guest over to the Showboat table.

7. Inform Speakers of their responsibilities.

- Speakers are given 8 minutes to present their business, and 2 minutes to solicit questions and advise fellow members how they can be tipped. You may only have 7 1/2 to 5 minutes depending on the size of the chapter. See the LeTip bylaws Article VIII (Meetings) Section 8.1.
- The Sergeant at arms will time the Speaker giving them a 2 minute warning at the 8 minute mark of their Speech.
- Provide a professional introduction to the Program Director to be introduced on the day you are the Speaker...remember you should be sitting at the head table.

Weekly Schedule - Showboat, Greeter, Speaker

you can have this automated using LeTipWired.com
under your chapter roster tab - program

Date:

In this field you assign the date the member is scheduled to showboat.

Chapter name: LeTip of Profit Valley



Date	Showboater	Greeter	Speaker	(Lucky Devil)
9/6/18	John Smith			
9/13/18	Steve Austin	John Smith		
9/20/18	Louis Lane	Steve Austin	John Smith	
9/27/18	Sally Smith	Louis Lane	Steve Austin	
10/4/18	Bruce Wayne	Sally Smith	Louis Lane	
10/11/18	Linda Carter	Bruce Wayne	Sally Smith	
		Linda Carter	Bruce Wayne	
			Linda Carter	

Week 1
Showboater:
The member is the Showboater in the rotation and should arrive at the meeting 15 minutes prior to the start to set up

Week 2
Greeter:
The member is the Greeter and their role is to welcome all the guests and guide them to the Showboater

Week 3
Speaker:
The member is the Speaker in the rotation. Have their bio ready for the introduction

Week 4: Speaker from prior week is the Lucky Devil recipient and a random drawn member will give a 30-second commercial about their business.

Schedule -
In order to be in the rotation the member must have completed the online NTS (Network Training Seminar). Once worked into the rotation, assign them to the bottom of the list and work them into the cycle. Each week their name shifts to the right and down one slot through the third week.

Weekly Schedule - (Showboat, Greeter, Speaker) is available to download and print at
www.letipwired.com (documents-forms-Showboat Greeter Speaker)