

AAUW Program Chairs & Area Representatives Packet 2017-2018

Contents:

- 1) Agenda for today's meeting
- 2) Job description Topic Chairs
- 3) Job description Area Representatives
- 4) Conducting a planning meeting
- 5) Sample agenda for planning meeting and Topic Program Dates
- 6) Brainstorming Guidelines
- 7) Brainstorming Guidelines Poster
- 8) CEU process
- 9) Planning Luncheon meetings
- 10) Directory Information Form

**AAUW Minneapolis Branch
Day Programming: Topic Chairpersons, Area Representatives
2017-2018**

Agenda for April 19, 2017 9:30am

Welcome and sign in
Refreshments available – please help yourself
Introductions (name, length of membership, topic or area you are chairing)
A word from our President

Handouts in order of discussion:

Job description sheets
Topic Program dates for 2015-2016
Conducting a planning meeting
Sample agenda for planning meeting
Guidelines for Brainstorming
CEU process
Luncheon meeting procedures
Directory Information Form
Program Presenter Packet
 Timeline/Checklist
 Bulletin Copy Form
 Contacting Speaker Worksheet
 Audio Visual Information
 Elements in Letters to Speakers
 Sample Letter to Confirm Speaker
 Directions to Gale Mansion
 Requisition for Speaker Honorarium

The Bulletin will be printed three times during the 2017-2018 year. Deadlines for submitting copy are:

July 5, 2017 (September, October, November)
October 4, 2017 (December, January, February)
January 3, 2018 (March, April, May, June, July, August)
Please cut/paste an alphabetized list of committee member

The Directory is printed in the summer and deadline for program copy is:
May 30, 2017. Please send an alphabetized list of committee members sent as a Word doc to both Directory Chairs:

Leslie Swenson kline012@umn.edu

Martha Wilson mwilson621@msn.com

Opening Day, September 18, 2017 begins with an enjoyable extended social time.

AAUW JOB DESCRIPTION OF TOPIC CHAIRPERSONS

Topic chairs serve a two year term.

April Meeting

Attend the April planning meeting to schedule dates/times of May meetings with committees. Receive pertinent materials. If unable to attend, select a person to attend in your place.

You will receive a printed copy or email list of people interested in being on your committee. Call potential committee members and invite them to the May meetings. After finalizing your committee, email the committee alphabetized roster to the Program VP and directory chair by May 30.

May Meetings

Conduct two May meetings with your committee members (approximately two weeks apart) to brainstorm meeting topics, possible speakers and assign callers to solicit speakers. Representatives of Areas of Interest (ARs) will be on hand as well, acting as liaisons and providing policy guidance.

Formulate your list of confirmed speakers for topics selected. Email this to the Program VP – keeping her updated as new speakers are confirmed.

Throughout the year

Check to make sure committee members comply with Bulletin deadlines. Assist committee members who have never contacted or introduced a speaker.

Monthly Monday Program Planning Meetings

The second Monday of each month, meet with the Vice President of Program Planning during the lunch period to review current needs, scheduling or other adjustments.

Board Meetings

As a Topic Chair you have a vote on the board. Meetings are usually on the first Wednesday of the month, at which a quorum is needed. If you cannot attend, please find a substitute from your committee to vote in your place.

Annual Meeting in May

You are encouraged to take part in the annual meeting celebrating successes of the branch and the installation of new officers.

AAUW JOB DESCRIPTION FOR AREA REPRESENTATIVES

Area Representatives are appointed by the Minneapolis Branch President for a two year term for each of the five areas of AAUW interest: community, cultural interests, education, international relations and women's issues.

Board Meetings

As an Area Representative, you have a vote on the board. Meetings are usually on the first Wednesday of the month, at which a quorum is needed. If you cannot attend, please find a substitute from your committee to vote in your place.

Program Development Committee

ARs receive their responsibilities from the Program Vice President. The AR is a member of the Program Development Committee, which provides policy guidance for the continuing program concerns of the branch. They assist the chair in collecting and processing emerging issues to be submitted to the Association.

Day Programming Committee

The ARs help to coordinate the total program of the branch as a member of this committee.

Program Topic Committees

Each representative is an ex-officio member of program topic committees. They do not vote on specific programs, but may offer their advice on resources and programs, especially in their areas of interest. They attend all meetings of topic planning committees.

The AR is a member of the Public Policy committee.

Conducting a Topic Planning Meeting for AAUW

****First May Planning Meeting**

Do ahead:

Meet with co or assistant chair if there is one
Bring light refreshments (cookies, fruit, appropriate for time of day)
Prepare agenda (see sample in packet)
Prepare committee member list (include phone, e-mail, addresses)
Name tags or place cards
Review rules for brainstorming

Day of:

Arrive half hour early
Check room for beverages, napkins
Set out handouts/treat
Check for easel & markers

Welcome and Introductions

Attendance form

Ask committee members to check information
Remind members that annual dues need to be paid

Brainstorming: See Rules for Brainstorming

Choose someone to write program suggestions on easel
List issues to address
Identify people to speak
Consider other program ideas from AAUW members (provided by VP Program)
After all ideas are considered, vote on order of popularity
Consider diversity in choosing speakers

Identify possible program speakers

Assign callers to solicit speakers
Do tentative program schedule

****Second May Planning Meeting**

Callers report on success in contacting speakers
Fill as many programs as possible
Fill in list of programs and send to the Program Vice President
Give out "Guides to Program Presenters"

Sample Agenda Program Topic Committee May Meeting

Topic Name:

Check committee info sheets for accuracy. Sign attendance sheet.

Welcome and introduce:

Area Representatives and Program VP

Members of committee (length of AAUW membership, why they chose this committee, etc.)

Review: AAUW Mission Statement

Brainstorm: See Rules for Brainstorming

List issues to address

Identify people to speak

Consider ideas from general membership – material provided by VP Program

Think diversity when choosing speakers

Division of duties

Do research

Make calls to solicit speakers

Write up program for bulletin

Agree to introduce speaker

Tentative topic schedule

September	_____	_____
October	_____	_____
November	_____	_____
December	_____	_____
January	_____	_____
February	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____

Budget: a token “honorarium” of \$100 to speakers (not to be offered to elected officials, judiciary, or our members)

Bulletin deadlines

- | | |
|--------------------------------|-----------------|
| • September, October, November | July 5, 2017 |
| • December, January, February | October 4, 2017 |
| • March, April, May, June | January 3, 2018 |

Brainstorming Guidelines for fast results

Gathering brainstormed ideas:

- You will need; a flip chart, colored markers, masking tape or self-stick chart paper (we will provide this).
- Post the brainstorming ideas chart where everyone can see it.
- Begin by asking, “what are the issues?”
- Record as fast as you can, legibly. Abbreviate when possible.
- *Wait!* If there is a lull, let people think. Some great ideas can out of silence.

Sort into categories

- When all ideas seem to be generated, have the group help sort them into categories. Sort by numbers or letters of the alphabet. You may have 10 categories or more. Some people may think of new categories after the list is made. That is OK!
- Write out the categories on new sheets of paper and name them. If there are more categories than needed for speaker dates, vote to eliminate some or combine some. This list is the base for choosing program topics.

Solicit Speaker Suggestions

- Record suggestions for speakers for each category/topic.
- Secure volunteers to chair topics and secure the speakers.

Brainstorming Guidelines

Every Idea is welcome

No Criticism.

No discussion; only ideas.

Repetition is OK.

AAUW Minneapolis Branch

CEU PROCEDURES-WHO DOES WHAT AND HOW

Continuing Education Credits

- Members interested in obtaining CEUs are responsible for identifying presentations suitable for the CEUs they need
- Those in need of CEUs usually are members who want to maintain a professional license or are continuing their education. These commonly include such fields as education, medicine, health, psychology and social work
- Members who would like CEUs can find the form needed on our web site, complete with instructions for filling them out
- The forms will also be available in the office, already signed by the Program Vice President. This is an honor system.

AAUW: MINNEAPOLIS BRANCH

PLANNING LUNCHEON MEETINGS-Subject to change

As Topic Chairs, you may occasionally wish to have a lunchtime meeting with your committee members. Here is the procedure to follow:

At least one week ahead, the Committee Chair should submit the request stating the date and the number of people attending to the Meeting Scheduler, Esther Fabes, fabes002@umn.edu 612-920-3228.

The Committee Chair can designate her preference of space or meeting room. The Meeting Scheduler will assign the room based on availability.

We have a limit of three committee meeting spaces available each lunch time, in addition to the regularly scheduled meetings, such as Headlines, House Management, Program Topic Chairs Committee, Technology, and Public Policy.

Alternate times to meet are before 9:30 and after 2:15 as well as 4th Monday at 9:30.

Thank you for your help in making the scheduling noon meetings go as smoothly as possible.

AAUW Minneapolis Branch

Directory Information for 2017-2018

Return by May 30, 2017

Name of Topic/Committee:

Chair _____ **Phone** _____

Co-chair _____ **Phone** _____

Committee Members

Names only and please list alphabetically. Please check the spelling!

Please send the above information as a Word attachment, by May 30 or as early as possible, to all of the following:

Leslie Swenson kline012@umn.edu

Martha Wilson mwilson621@msn.com

Karen Ringsrud rings001@umn.edu

*Only names of members with dues paid by June 30 will be included in the Directory.

Many Thanks!