

**AAUW Program Chairs & PDAs Packet**

**2018-2019**

Contents:

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**AAUW Minneapolis Branch**

**Day Programming: Topic Chairpersons, Program Development Assistants (PDAs)**

**2018-2019**

**Agenda for April 18, 2018 9:30am**

1. Welcome and Sign In
2. Refreshments available – please help yourself
3. Introductions (name, length of membership, topic or area you are chairing)
4. A word from our President
5. Handouts in order of discussion:
   1. Job description sheets
   2. Topic Program dates for 2018-2019
   3. Conducting a planning meeting
   4. Sample agenda for planning meeting
   5. Guidelines for Brainstorming
   6. CEU process
   7. Luncheon meeting procedures
   8. Directory Information Form
6. Program Presenter Packet

6.1 Timeline/Checklist

6.2 Bulletin Copy Form

6.3 Contacting Speaker Worksheet

6.4 Audio Visual Information

6.5 Elements in Letters to Speakers

6.6 Sample Letter to Confirm Speaker

6.7 Directions to Gale Mansion

6.8 Requisition for Speaker Honorarium

1. The Bulletin will be printed three times during the 2018-2019 year. Deadlines for submitting copy are:

**July 5, 2018 (September, October, November)**

**October 3, 2018 (December, January, February)**

**January 2, 2019 (March, April, May, June, July, August)**

1. The directory is printed in the summer and deadline for program copy is **May 29, 2018**. See page 11 for form. Send to Directory Chair: Leslie Swenson [kline012@umn.edu](mailto:kline012@umn.edu)
2. Opening day, September 17, 2018 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 29**.

**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. PDAs 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 VPs – keeping them 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 are a board member and 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 PROGRAM DEVELOPMENT ASSISTANTS (PDAs)**

PDAs are appointed by the Minneapolis Branch Program VPs for a two year term.

**Board Meetings**

As a PDA, 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**

PDAs receive their responsibilities from the Program Vice Presidents. The PDA 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 PDAs 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 all program topic committees. They do not vote on specific programs, but may offer their advice on resources and programs. They attend all meetings of topic planning committees.

**Public Policy Committee**

The PDA 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(s)

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:

PDAs and Program VPs

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, 2018**
* **December, January, February October 3, 2018**
* **March, April, May, June January 2, 2019**

**Brainstorming Guidelines for fast results**

1. **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.

1. **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.

1. **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 Presidents. 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](mailto:fabes002@umn.edu) **763-762-8780**.

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 2018-2019 Return by May 29, 2018**

**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 29 or as early as possible, to all of the following:**

Leslie Swenson [kline012@umn.edu](mailto:kline012@umn.edu)

Susie Erickson [serick1215@gmail.com](mailto:serick1215@gmail.com)

Doris Grimes [dlw5400@aol.com](mailto:dlw5400@aol.com)

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

**Many Thanks!**