

**AAUW Program Chairs & PDAs Packet**

**2020-2021**

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**AAUW DIVERSITY POLICY**

In principle and in practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

**Agenda for April 22, 2020 – 10:00 am**

**Zoom meeting**

Welcome and Sign In

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 2020-2021

● Conducting a planning meeting

● Guidelines for Brainstorming

● Luncheon meeting procedures

● Directory Information Form

● Program Presenter Packet

Timeline/Checklist

Initial Contact w/ Speaker

Sample Letter

Bulletin Copy Form

Audio Visual Information

Requisition for Speaker Honorarium

Release Form

Location and Directions

Program Day Recommendations

The Bulletin will be printed three times during the 2019-2020 year. Deadlines for submitting copy are:

**July 3, 2020 (September, October, November)**

**October 7, 2020 (December, January, February)**

**January 6, 2021 (March, April, May, June, July, August)**

The directory is printed in the summer and **deadline** for program copy is **May 30, 2021**. **Please email an alphabetized list of committee members to:**

**Directory Chair: Leslie Swenson kline012@umn.edu**

**AAUW JOB DESCRIPTION OF TOPIC CHAIRS**

Topic chairs serve a two-year term.

**April Meeting**

Attend the April zoom orientation meeting. Finalize dates/times of May meetings you’re your committees. If unable to attend, select a person to attend in your place.

You have received an e-mail list of people interested in being on your committee. Call potential committee members (including member from last year) 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**

May program-planning meetings with your committee members will be conducted via zoom. This meeting is to determine meeting topics, possible speakers and assign callers to solicit speakers. Program Development Assistants (PDAs) will be on hand as well, acting as liaisons and providing policy guidance. In the past, we have had two program planning meeting per topic. This year we hope to have only one. 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 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**

**May Planning Meeting**

**\*Do ahead:**

Meet with co-chair if there is one

Prepare agenda (see sample in packet)

Prepare committee member list (include phone, e-mail, addresses)

Compile list of suggestions for program topics and speaker requested from committee members, and send to all committee members.

**\*Welcome and Introductions**

**\*Attendance form**

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 Program VPs)

After all ideas are considered, vote on order of popularity

Consider diversity in choosing speakers

**\*Identify possible program speakers**

Go through the *Program Presenter’s Packet* (Do not skip this step!)

Assign callers to solicit speakers

Set up tentative program schedule

\***Follow-up May Planning Meeting**

Callers report on success in contacting speakers to topic chair

Fill as many programs as possible

Fill in list of programs and send to the Program Vice President

**Brainstorming Guidelines**

* You will need; a flip chart, colored markers, masking tape or self-stick chart paper.
* 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.
* 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 contact and secure the speakers.

**Brainstorming**

**Guidelines**

**Every Idea is welcome**

**No Criticism.**

**No discussion; only ideas.**

**Repetition is OK.**

**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 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 2020-2021 Return by May 30, 2020**

**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 an email, by May 30 or as early as possible, to all of the following:**

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

Karen Ringsrud [rings001@umn.edu](mailto:rings001@umn.edu)

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

**Many Thanks!**