

**AAUW Program Chairs & PDAs Packet**

**2023-2024**

**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.

Deadlines for Topic Chairs to submit the bulletin copy form to the Program Chair are:

**DATES**

**July 5, 2023** for talks in September, October, November

**October 5, 2023** for talks in December, January, February

**January 4, 2024** for talks in March, April, May

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**PROGRAM DEVELOPMENT ASSISTANTS (PDAs)**

**JOB DESCRIPTION**

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

**Responsibilities**

1. You are now a board member and hopefully you will be able to attend board meetings and as a PDA, you have a vote on the board. Board meetings are usually on the first Wednesday of the month, at which a quorum is needed.

2. PDAs receive their responsibilities from the Program Vice President. The PDA is a member of the

The Program 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.

3. The PDAs help to coordinate the total program of the branch is a member of this committee

4. Each PDA 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 meetings of topic planning committees.

5. The PDA is a member of the Public Policy committee.

**AAUW JOB DESCRIPTION OF TOPIC CHAIRS**

1. Your time as Program Chair is 2 years. You may renew.

2. Attend monthly Program meetings when called throughout the year.

3. Using information collected from the Volunteer Sheets given to all members, organize and welcome your committee.

4. Conduct a Program Planning meeting with your committee in April/May.

5. Collect, review/edit/ask for a rewrite of your committee bulletin copy forms. Forward the bulletin copy forms from your committee to the Program Chair by the date requested by the Program Chair.

6. Attend Board Meetings. As a Topic Chair you are a member and expected to attend. You have one 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.

7. Attend the Annual AAUW Meeting in May and the following week in September when we return after summer where you will be introduced

**8. But Your Main Job…**

 **…Is to support your committee members.**

Do that by

 1. If a committee member has trouble securing their speaker, help by either giving them new suggestions on how to reach their speaker or by suggesting a replacement speaker.

 2. **As the bulletin submission dates approaches, remind those committee members who are affected that their submission date is approaching.**

 **3. Remember, your committee members will send their bulletin copy form to you for approval or editing. Then you will send it on to me.**

**September**

1. NEW - You will be asked on opening day to give a short recap of the speakers your committee has planned for the year. If possible, go to the internet to find pictures of your speakers so we can put together a power point. I will help you and so will Nell Wegmann.

**Late Feb/ early March**

 1. Attend a meeting to determine the theme for the 2 Focus Days and the International Day. Any new topics?

 2. Look at Presenter’s Packet

**April**

1. Attend the April orientation meeting. You will be notified as to the exact date. At this meeting we will go over the presenter’s packet and this packet.

2. You will receive an e-mail list of people interested in being on your committee. Call these potential committee members (include members from last year) and invite them to be on the committee and attend the May meeting. The time and date of this meeting will be mailed to you.

 If unable to attend, select a person to attend in your place. You will also be given a sheet telling you the dates & times your committee is responsible for a speaker.

3. After finalizing your committee, **email the committee member names,** alphabetized (by last name), to the Program VP and directory chairs, Lois Demers, Pat Bochert, and Barb Swanson by **May 30.**

4. Solicit any suggestions your committee members might have on what topics someone might want to speak about. Have them send this information **before the April/May meeting** so you have some idea of topic interests.

**April/May Meeting**

1. Take suggestions that members of your committee have forwarded to you as possible talks for your committee and list them on a sheet of paper to be shared on zoom. Include suggestions from the member brainstorming that I will forward to you. If you are able to group them into categories, that is better yet. Then your committee will vote on these suggestions. Send a copy to the Program Chair and to each committee member

May program-planning meetings with your committee members will be conducted via zoom. This meeting is to determine meeting topics, speakers and assign committee members to engage 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. Last year with zoom, all groups had only one.

Formulate your list of confirmed speakers for topics selected. Email this to the Program VP – keeping her updated each time a new speaker is 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. Info is in their packet. Keep the list of suggested topics/speakers. If a committee member is unable to get their speaker, use this list to offer other suggestions.

**Conducting a Program Topic Planning Meeting**

**April/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 and branch members, and send to all committee members and to the Program VP.**

**\*Welcome and Introductions**

**\*Attendance form**

Remind members that annual dues need to be paid

**\*About Choosing Topics (Brainstorming) at Program Planning Meetings.**

Compile all suggestions that you have received– on one page if possible – and send results to all committee members prior to your May meeting plus Leslie Swenson (kline012@umn.edu) and Ann Vanvick (alvanvic@gmail.com)

You might consider grouping related ideas together so your committee winds up covering a broad range within the topic. EX. If you were on the Arts Committee, you wouldn’t want all your sessions to be about dance-even if most of the suggested speakers were dance experts. You would want to include some music or art or architecture, etc.

**\*At the May Planning Meeting.**

1. Ask members for more suggestions for topics . Add them to your list.

2. Ask members to choose their top 8 (or 7) programs and vote to determine what topics you will get speakers on.

3. Determine who would be a good speaker on each topic and assign a committee member to contact the speaker and act as the presenter.

4. Let committee members who are presenters know that they need to attend a zoom meeting to go over the Presenters Packet.

5. Try to involve as many committee members as possible. Ex. If one committee member suggests 2-3 speakers, spread out who will contact those speakers.

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

Make sure you find out if the desired speakers have agreed to speak and as the speakers are confirmed, send that info to the Program Vice President, Leslie Swenson (kline012@umn.edu).

**If a speaker turns down the offer to speak, help your committee member, using suggestions from your May meeting, to find a new speaker.**

**COMMITTEE INFORMATION FOR THE DIRECTORY**

**Name of Topic/Committee:**

**Chair : Phone:**

**Co-chair: Phone:**

**Committee Members:**

**Names only and please list alphabetically by last name but put 1st name 1st. Please check the spelling!**

Bev Erickson

Alice Heth

Sample

Mary Metzger

Lora Opsal

**Return to Leslie Swenson and the Directory Chair, Lois Demers by May 30th**

Leslie Swenson kline012@umn.edu

The Directory Chair (Lois Demers) loisdemers@comcast.net

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

**Many Thanks!**

**SNOW DAY PROCEDURE**

Because we can now zoom from home, the plan is that speakers will appear on zoom instead of coming to the Gale.

1. The AAUW President will make a determination as whether or not we will meet by 8pm Sunday night

2. The President will then contact the 3 presenters (the members who engaged the speaker and are introducing the speaker) and the tech members on duty for that Monday. You will be given the names of the tech people on duty.

3. Check your email or call 612-870-1661 for a recorded message.

4. DON’T FORGET – the zoom link for your speaker. Copy the link from the Thursday zoom link email. The link is just the date. Paste it into an email to your speaker and hope for the best! 😊

4. The 3 presenters will then each:

 a. contact their respective speaker and let them know of the change.

 Ask if they can zoom from home.

 b. Tell the speaker you will email the zoom link to them and then do it immediately.

 c. If they have any tech questions, they can contact one of the tech persons.

 d. Ask the speaker to log onto zoom 15 minutes before they are scheduled to speak so we can make sure all the technology is working correctly.