

W3NA

Program Committee

Policies and Procedures

April 2015

1. The Program Committee is responsible for planning & organizing the W3NA Programs.
2. The Program Committee will meet as needed to plan the Programs. *(Currently a meeting is held on the first Thursday of each month from 5:45-6:30 pm, immediately before the W3NA Board meeting.)*
3. Meeting space for the Programs will be scheduled 12 months in advance. *(Currently the large meeting room at the Woods Library is scheduled in October for the following year.)*
4. Each Program, in detail, will be reviewed by the Board in advance. This will include the topic, the format (individual presentation(s), panel discussion, etc), the groups that will be represented, the presenters, etc.
5. The Program Committee and W3NA Board will develop an outreach plan to attract a good audience to the Programs.
6. The Program Committee will prepare and have a Program Evaluation Form available for the audience at each Program.
7. For each Program, the Program Committee will designate a W3NA Point Person. The Point Person will be responsible for:
 - a. Providing text for a Program Announcement to the Communications Committee for distribution.
 - b. Formally communicating with each presenter 2-3 weeks ahead of the Program, letting them know the theme/purpose/goal of the program; giving them a list of all presenters with contact information; getting a very brief bio-sketch for their introduction; asking how much time they would like and if there will be handouts; and letting them know they will have to provide their own AV equipment, if needed.
 - c. Sending confirmations to each presenter a week or more before the Program, including the mutually agreed upon agenda, format (individual presentation, panel discussion, etc), and the time allotted for each part of the program.
 - d. Assigning someone to take notes and prepare a summary for each Program, and making sure it is emailed to the W3NA email list.

- e. Being present **by 5:45 PM** to greet the presenters, offer support for their set-up and display of handouts, etc, and arrange seating for a panel (if needed).
 - f. Acting as timekeeper during the Program, keeping it moving along so everyone gets their allotted time.
 - g. Facilitating Q&A so that there are plenty of questions by having some questions prepared for use if the audience has none.
 - h. Thanking the presenters and ending the program no later than 7:50. The presenters can be asked to be available for informal questions from the audience, if they have time to stay until 8:00.
 - i. Writing thank you emails or letters to the presenters, as appropriate, after the program.
 - j. Getting a copy of the sign-in sheet to a member of the Communication Committee.
8. The Program Committee members and board members, as available, will assist the Point Person with set-up and clean-up. **The presenters shall not be asked to do this.**
9. The Program should be discussed and evaluation forms reviewed at the next Program Committee meeting, and changes made to the process as deemed necessary. The Program Announcement, Program Agenda containing contact information for the presenters and Evaluation Forms should be kept and referred to for the next Program on the same or similar topic.
10. The Ward 3 office will not be asked to approach potential presenters on behalf of W3NA; although they may be asked for contact information and an introduction. It will be made clear to all presenters that full responsibility for the programs lies with W3NA and not the Ward office.