

Programming Task Force Report

January 2019

The Programming Task Force with the approval of the Future Directions Committee is making the following recommendations to be approved at Annual Convention and to take effect with the 2019-2020 Women of Today year.

Recommendation #1

Create a Public Relations Assistant supervised by the Executive Director and eliminate the Public Relations SPM position. Some tasks will also be moved to the Marketing Committee.

The duties specific to this position will include: WT Week, Day at the Diamond, Proclamations, Founders Day, and National Volunteer Recognition Week

These can be promoted through single page handouts printed from the Chapter Service Center and included in the CIP packets. Reference can also be made in the President and Marketing CIPs. In addition, all materials will be included online.

The tasks moving to the Marketing Committee are those that this committee is already handling in the absence of a Public Relations SPM. These include: Press Releases, Press Conferences, You Tube, Buckets of Sunshine Promotion, and Social Media. In addition, it will be at the discretion of the Marketing Committee if they would like to hold a Brochure Contest.

A manual for the Public Relations Assistant is being created utilizing information from the PR SPM Operations Manual.

Recommendation #2

Create a Success System Coordinator supervised by the Chapter Management Vice President. Move Mid-Year and Year-End Evaluations to the Programming Vice President. Eliminate the Records & Recognition SPM position.

A manual for the Success System Coordinator has been completed. In addition, the change to evaluations has been added to the Programming Vice President manual and recommendations for updating the CMVP Manual have also been noted.

Recommendation #3

Create a Newslet Editor supervised by the Secretary and eliminate the Newslet SPM position.

A manual for the Newslet Editor is almost complete. In addition, recommendations for changes to the State Secretary manual have been noted.

Additional Information

With all of the above recommendations, there are numerous forms that will also need to be updated.

Appointment of These Positions

We are suggesting a simple application such as is the process for a Committee Chair. These applications will be submitted to the State President and the positions will be approved by Exec Council.

To be considered for one of these positions you must be a member in good standing in your local Minnesota Women of Today chapter for at least two (2) years or more on assuming position. The appointments will be made no later than MNJOTS and the term is one year; however, additional terms are okay with the approval of the Exec Council.

This information will need to be added to the policies.

Upcoming Events

Webinar: January 10 at 7:00 pm.

Connect: January 25 at Winter State Convention

Timeline:

