



Programming Vice President
'Make the Journey and Leave your
Footprints'

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2019-2020 Plan of Action

Goals and Implementation:

- A. Assist State Program Managers (SPMs) in attaining goals for their programming areas.
 - 1. Communicate with SPMs by monthly zoom meetings, phone calls, e-mails and written reminders. Monthly meetings will include the following discussion items: Questions, Concerns, How can I help.
 - 2. Offer trimester challenges that 85% of SPMs will meet.
 - 3. Work with SPMs to track funds raised and service hours.
 - 4. Pursue ways to educate membership about state programming foundations.
 - 5. Promote information about special programming events by State Program Managers in my chapter information packet (CIP), Facebook page, and other communications.

- B. Educate districts, chapters, and programming vice presidents about programming areas and new programming changes.
 - 1. Develop a presentation to promote programming areas during visitations.
 - 2. Visit chapters and assist with their chapter programming positions.
 - 3. Provide information about programming geared toward Programming Vice President in each CIP. May hold online meetings with PVPs to provide programming updates and share ideas.
 - 4. Communicate with District Directors to help facilitate programming positions and changes at the district board level.
 - 5. Hold a forum on programming at a state convention
 - 6. Prepare a programming training packet to hand out at Fall State Project Fair.
 - 7. Work with Programming Task Force subcommittee to help make recommendations for programming changes and complete outstanding tasks.

- C. Have 100% of State Program Managers complete fast starts, trimester challenges, and mid-year and year-end evaluations.
 - 1. Communicate with State Program Managers through emails, online meeting and phone calls.
 - 2. Include Information on challenges, upcoming deadlines, and tips for submissions in my trainings, materials, and other communications with SPMs.
 - 3. Recognize all SPMs at Fall State who complete their Fast Start.

- D. Have 10 Programming Vice Presidents will complete their fast start.
 - 1. Distribute Fast Start materials in MNJOTS CIP with ideas on how to complete.
 - 2. Recognize PVPs at Fall State who complete their fast start.

- E. Communicate once a trimester with each Programming Foundation to maintain a good working relationship.
 - 1. Visit each programming foundation before year end.
 - 2. Contact programming foundations each trimester and give updates to SPM.