



Thinking about being an SPM?

Being a State Program Manager (SPM) is an extremely rewarding position. If you want to learn more about becoming a SPM or need help deciding which position suits you best, this is the right starting point. For further information, please contact the Programming Vice President (PVP) at pvp@mnwt.org.

SPM Requirements

- Be a member in good standing in his/her local Minnesota Women of Today chapter for at least two (2) years or more.
- Have the personal backing of his/her chapter, as indicated by a letter of support.
- Have served as a Local Program Manager (LPM) and served on a local board and or District Board for a minimum of one (1) year. (can be concurrent).

Time Involvement

- Required to attend - Attend all three Conventions (Friday morning – Sunday morning) – As a member of Exec Council, you will pay \$25 for registration
- Required to attend - Attending MNJOTS. Typically, the first full weekend in June (Friday evening – Sunday afternoon) – Training session for your position
- Required to attend - Attending Mid-Year (All day Saturday) - Training session for your position and mid-year exec council meeting
- Foundation visits if you are working with a foundation
- Visitations to chapters/districts as time permits
- 5 - 10 hours during the month to complete paperwork, CIPs, etc. Varies from week to week. The month before a convention the time needed will be on the higher end, while the months after the convention will be on the lower end.

Potential Expenses

- Convention Hotel Stays (You pay \$25 registration fee)
- Uniform (MNWT white top and black suit Jacket). Polo for casual events.
- Official Name Tag (typically \$10 - \$15)
- MNJOTS and Mid-Year Registration (aprox. \$150)
- Mid-Year gift/card/ornament exchanges (\$15 - \$25)

What's in it for you?

- Become a part of the Executive Council team, making new friendships and gaining much knowledge and experience.
- Create excitement and enthusiasm with the membership by providing information and challenges.
- Work closely with other programming enthusiasts and a supervisor ready to help you succeed.
- Envision the programming possibilities and create your vision for that programming area.
- Connect with other members, chapters, and districts through visitations
- Work with a foundation to promote your area.
- Gain knowledge of Women of Today.

- Grow as a person through your trainings, experiences, and collaboration with other Executive Council members.
- Honor deserving individuals through trimester awards for outstanding work by members and chapters.
- Make a difference in Women of Today!

How the process begins

The easiest way to prepare for a successful year is to bid at the Winter State Convention.

- Sept/Oct - Review the available SPM positions and decide which one you would like to support
- Oct/Nov/Dec - Contact the PVP at pvp@mnwt.org to share your interests and start the bidding process
- Jan – Bid at Winter State

Position Descriptions

- The **Community Connections (CC)** programming area was developed to assist and encourage MNWT chapters to become significantly involved in their local communities, resulting in "community connections," increase recognition of a chapter's joint ventures with local community organizations, and highlight the following areas: promoting a community-focused area of the SPM's choosing; and honoring chapters who have established [Community Connections](#) awarded at the MNWT Annual Convention.
 - CC specific tasks
 - Support chapters in finding local projects and organizations to partner with and support
 - Promote and award the 3rd Trimester Community Connection Awards (Civic/Environmental, Community Impact, and Joint Ventures)
 - Promotes (1st & 2nd trimester) and Fundraises (one trimester) for the Person with Determination Award (PWD)
 - Prepare a civic or patriotic reading for convention luncheons
 - Promotes True Friends for 1 or more trimesters; fundraiser not required
 - Can promote and educate members on the organization or cause of choice, does not need to fundraise for it
- The **Living and Learning (LL)** programming area was developed to encourage a member's personal growth: mentally, spiritually, civically and through family. Highlights include promoting the [Living and Learning certification](#), promoting [Personal Enrichment Program courses](#), encouraging USWT Certifications and Competitions (Speaking, Writing, and Impromptu), and organizing fellowship services, invocations, and benedictions at conventions.
 - LL-specific tasks
 - Support chapters in finding local activities that support living and learning
 - Fall State and Annual Convention Impromptu Competition
 - Promote/Collect Living and Learning Certifications & PEP Courses
 - Promotes USWT Wellness and Personal Development (WPD) PM and certification
 - Prepares invocations and benedictions for all Exec Council meetings and MNWT conventions (brunches, business meetings luncheons, and banquets)
 - Can host Fellowship Services at state events (conventions & mid-year)
- The **Priority Area** began in 2003 and changes every three (3) years. The current 2024- 2027 area is REACH. This area encourages members to come together and support a statewide organization in need. The idea is to raise awareness, supplies, and funds for our chosen organization. Together we can do more. The past Priority Area organizations have been Girl Scouts 2003-2006, Jacob Wetterling Foundation 2006-2009, Can Do Canines 2009-2012, Isaac's Journey Foundation 2012-2015, Breaking Free 2015-2018, Wishes & More 2018-2021 and 2021-2024 Crescent Cove.
 - Priority Area specific tasks
 - Winter State promotional with the Marketing Committee
 - Bring awareness to, educate, and fundraiser for Priority Area

- Support chapters in ways to promote the services offered from the Priority Area to their local community
- The **Women's Wellness (WW)** programming focuses on providing women's health education through traditional and holistic practices as well as balanced lifestyles. This area encourages women to become more involved with their health and well-being; promotes health education by providing challenges to chapter members, encouraging participation with the added benefit of feeling better; educates women that Domestic Violence is a health issue and reminds our membership that there are still numerous people, children and families, friends, their communities impacted by domestic violence; and participates in walks and supports organizations that benefit women's health issues like March of Dimes and breast cancer research. This area supports the [Outstanding Women Who Impact program](#).
 - WW specific tasks
 - Support chapters in finding local projects and organizations to partner with and support
 - Promotes (1st & 2nd trimester) and Fundraises (one trimester) for the Women Who Impact Awards
 - Supports USWT Domestic Violence Awareness (DVA) PM
 - Promotes March of Dimes for 1 trimester; fundraiser not required
 - Can promote and educate members on organizations or causes of choice, does not need to fundraise for it
- The **Youth of Today (YT)** area promotes ideas and activities that allow youth to discover and experience the importance of volunteering and promotes foundations related to youth activities. A major emphasis in this area is Kid's Week held in August. The [Outstanding Young Adult](#) program is held annually at Winter State. Young people are honored for their contribution to the community, and scholarships are awarded by the Minnesota Women of Today.
 - YT Specific tasks
 - Support chapters in finding local projects and organizations to partner with and support
 - Promote Kids Week (The third full week in August)
 - Promotes (1st & 2nd trimester) and Fundraises (one trimester) for the Outstanding Young Adult Awards (OYA)
 - Can promote and educate members on the organization or cause of choice, does not need to fundraise for it

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