



# Minnesota Women of Today

## Thinking About Being an SPM

Being a State Program Manager (SPM) is an extremely rewarding position. If you would like to know more about what it takes to be an SPM or help deciding what position is right for you, this is the place to start. For more information, contact the Programming Vice President (PVP), [pvp@mnwt.org](mailto: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 personal backing of his/her chapter, as indicated by a letter of support.
- Have served as a Local Program Manager (LPM) and on Chapter Board a minimum of one (1) year each (can be concurrent and can be this year).

### Time Involvement (Requirements)

- Attend all three Conventions (Friday morning – Saturday evening).
- Attending MNJOTS. Typically, first full weekend in June (Can be all day Saturday to a full weekend, schedule varies from year to year. Attendance is required for all scheduled days). This is a Training session for your position.
- Attending Mid-Year (All day Saturday). A training session for your position and mid-year exec council meeting.
- Foundation visits if you are working with a foundation.
- Visitations to chapter/districts as time permits.
- 5 - 10 hours during the month to complete paperwork, Chapter Information Packets (CIPs) etc. Varies from week to week. The month before a convention will be on the higher end of time needed, while the month after convention will be on the lower end.

### Expenses

- Convention Hotel Stays (Varies, average is \$75/night if sharing a room with one other person.)
- As a member of Exec Council your registration is only \$25.
- Official Name Tag (typically \$15) and Uniform (polo, top, and black suit Jacket, typically \$50 - 100)
- MNJOTS and Mid-Year Registration (approx. \$100 each)
- 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 a lot of 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 own 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.

- Sept/Oct - Review the available SPM positions and decide which one you would like to support.
- Oct/Nov/Dec - Contact the PVP [pvp@mnwt.org](mailto: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 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; organizing fellowship services, invocations and benedictions; and encouraging USWT Certifications and Competitions in the area of Wellness and Personal Development.

1. Self-improvement – such as suggested courses or books, career development topics, financial management, writing and speaking opportunities, etc.

2. Civic growth – such as when and where to vote, recycling, environment, American history, or related topics

3. Spiritual growth – such as books or classes on religion or spirituality, meditation, reflections, etc.

4. Growth through family and Friends – such as sharing family traditions, family relationship dynamics, recording family history, genealogy, etc.

### ➤ LL specific tasks

- Support chapters in finding local actives 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 Crescent Cove 2021-2024.

### ➤ Priority Area specific tasks

- 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 area 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 wellbeing; promotes health education by providing challenges to chapter members encouraging participation with the added benefit of feeling better; participates in walks and supports organizations that benefit women's health issues like March of Dimes and breast cancer research; and 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. 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 organization or cause of choice, does not need to fundraise for it.

- The **Youth of Today (YT)** programming area promotes ideas and activities that allow youth to discover and experience the importance of volunteering, and also promotes and supports foundations related to youth activities. Major emphasis in this area is Kid's Week held in August and the Outstanding Young Adult Award held annually at Winter State where 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 organization or cause of choice, does not need to fundraise for it.