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Programming Chairperson

Position Description

Type of Position	Committee	Commitment Length	1 Year
Continuous Recovery	1 Year	Time Commitment	High

Role of the Programming Chairperson

The Programming Chairperson is responsible for determining the program content for the conference workshops and the meeting room topics and format. The Programming Chairpersons will recruit and develop workshop leaders. This position requires a named co-chair for smooth transition between program years.

Essential Functions

- Scheduling, planning and hosting a Programming meeting in November.
- Organizing the workshop schedule based on the Programming Committee’s recommendation with approval from the TWC Board.
- Recruit volunteers to lead the workshops.
- Maintain accurate database of all the workshops and leaders.
- Send out workshop leader reminder letters three weeks prior to the conference.
- Provide Board with the Meeting Room schedule and time slot leaders if appropriate.
- Work with the Board to create signage for the conference.
- Provide workshop evaluations to each leader at scheduled workshop times.

Talents Needed for Success

- Advanced project management skills.
- Ability to work with others and receive feedback.
- Ability to work within a budget.
- Ability to manage volunteers to successful outcomes.

TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.



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Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



Programming Chairperson

Timeline

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Timing	Task / Item
Every Meeting	<ul style="list-style-type: none"> Attend every Committee meeting to keep in touch with the conference theme as it evolves. Update group on key planning activities as they occur. Let the group know of any needs you may have as you approach the conference.

Timing	Task / Item
For October Meeting	<ul style="list-style-type: none"> Review feedback forms from previous conference. Update Committee on comments. Contact Dr. David Connell confirming he will lead the Guided Meditation workshop. Have Webmaster announce upcoming planning meeting and direct people that cannot attend on how to provide input in advance; e-mail or website.
Programming Planning Meeting - November	<ul style="list-style-type: none"> Committee meeting to brainstorm and devise workshop subjects.
For December Meeting	<ul style="list-style-type: none"> Submit program to TWC Chairs one week prior to meeting. Board will vote to approve at this meeting.
December through February	<ul style="list-style-type: none"> Review feedback forms from previous year for any people who said they were interested in leading a workshop. Select Workshop/Meeting Room leaders – get contact information so you can mail them a confirmation letter.
For January Meeting	<ul style="list-style-type: none"> Submit list of Meeting Room topics. Re-confirm Dr. David Connell to lead the Guided Meditation workshop.
2-3 weeks prior to the conference	<ul style="list-style-type: none"> Mail out confirmation letters to workshop leaders.



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<p>Saturday the second day of the conference.</p>	<ul style="list-style-type: none"> • Verify all workshop rooms are set-up to plan and ready to use. • Make sure water, tissues and pens are in meeting rooms. • Make sure any special concerns are taken care of with the hotel contact like lighting controls for the meeting rooms & air vents are open due to smudging in the meditation workshop. • Pass out and retrieve feedback forms to the workshop leaders the day of the conference to verify they are present and to get their feedback. • Review and organize evaluation feedback forms.
<p>Following the Conference</p>	<ul style="list-style-type: none"> • Send out thank you letter (optional).

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3	<ul style="list-style-type: none"> • Samples of confirmation letters with mail merge directions.
4	<ul style="list-style-type: none"> • Samples of feedback forms
5	<ul style="list-style-type: none"> • Summaries of feedback forms
6	<ul style="list-style-type: none"> • Sample of thank you letter