

## Local Program Manager Orientation

- **What is a Program Manager?**  
Program Managers are members who promote an area in internal or external programming of the Minnesota Women of Today.
- **There are three levels of program managers:**
  - **State Program Managers (SPMs)** bid for their position at Winter State or Annual Convention. They are responsible for promoting their area for one year. SPMs are the members who come up with ideas, coordinate state-wide projects, and promote education and participation in their area. They communicate with the district and local program managers and report on state-wide activity in their area.
  - **District Program Managers (DPMs)** coordinate a programming area at the district level. The main duties of a DPM are to pass along information from the state program manager, to coordinate district wide activities, to motivate chapters to participate in their area and to report chapter and district activity to the SPM.
  - **Local Program Managers (LPMs)** promote one of the programming areas in her local chapter. She receives information from the state and district program manager, presents ideas and information to the chapter, and oversees activities and projects in the area and also reports chapter activity to the DPM. An LPM DOES NOT chair all the projects that fall under her area.

**The programming areas are as follows:**

**Internal** - Benefits the local chapter and its members.

- Living and Learning (LL)
- NEWSLET
- Public Relations (PR)
- Records and recognition
- Ways and Means

*Note: STEP, Personal Enrichment, Chaplain, and Focus on Women programming areas are promoted on the national level. You may still certify in each area.*

**External** - Benefits the community and foundations supported by the MN Women of Today.

- Community Connections
- Women's Wellness
- Youth and Community Involvement
- Priority Programming Area\* - Hearing and Service Dogs of Minnesota

\*This area is approved by the state membership for a three year revolving cycle beginning in 2009.

## Local Program Manager Orientation

1. LPM Fast Start - Optional program for members to help you get started, learn your programming area and how to be a Local Program Manager (LPM).
  - ✓ Due August 1<sup>st</sup>
  - ✓ Send to your chapter programming vice president, appropriate district program manager and the state program manager for your area
  - ✓ Contact your chapter president or programming vice president for a copy.
2. Chapter Information Packets (CIPs)
  - ✓ "Newsletter" written by the State Program Manager (SPM) with information about your programming area. Educational information, project ideas, fundraisers etc.
  - ✓ CIPs are completed on a trimester basis. Each chapter will receive a full CIP packet following MNJOTS. These are distributed through your District Director. Each trimester following that each chapter will receive a summary page for each CIP and the full CIP will be posted online.
  - ✓ You should receive yours at the general meeting following each convention. If you do not contact the state delegate or chapter president.
  - ✓ May also receive a letter each trimester from your District Program Manager (DPM).
  - ✓ What do I do with the CIP:
    - Read through your CIP, highlighting ideas and projects you would like to try
    - Copy information that you would like to put into the newsletter or distribute at your next meeting
    - Use the parts of the CIP that fit your style and that of your chapters, adding your own touch
    - Plan ahead of time for a presentation at each meeting.
3. Educate yourself on your programming area
  - ✓ Read the LPM Manual
  - ✓ Each trimester read through the Chapter Information Packet (CIP)
  - ✓ Check the Book of Forms for any certifications for your area. (Living and Learning, Personal Enrichment, Focus On Women, Chaplain Family Involvement, Step)
4. Where to get information
  - ✓ Chapter Information Packets (CIPs)
  - ✓ Foundations (March of Dimes, Hearing and Service Dogs of Minnesota, Local Organizations) Will often provide educational materials or possibly a speaker.
  - ✓ MN Women of Today Manuals
  - ✓ Internet, Newspapers, Local Library
5. Chapter reports
  - ✓ Should be short 2-3 minutes
  - ✓ Prepare your report in writing and give a copy to the secretary.
  - ✓ Report on any projects being run in your area.
  - ✓ Can give a more detailed report by submitting an article in the chapter newsletter.
  - ✓ Say "No Report" if there is nothing new to report.

## 6. Paperwork

### ✓ Local Program Manager (LPM) Report

- You can also complete your report on-line at: [www.mnwt.org](http://www.mnwt.org) → Book of Forms
- Due at the last general meeting of each trimester. (August, December, April)
- Top  $\frac{1}{2}$  of the form goes to the chapter state delegate; Bottom  $\frac{1}{2}$  goes to the appropriate District Program Manager (DPM).
- Information to include:
  - o Projects run during the quarter
  - o Service Hours
  - o Dollars raised
  - o Donations made
  - o Educational information, Speakers etc.

### ✓ Transmittals

- When a donation is made a transmittal should be sent. The only way to accurately measure the total donations made by the state organization.

## Local Program Manager Fast Start

The Local Program Manager Fast Start was designed to help you get involved and off to a great start in your new position. Complete and send to the appropriate district program manager and programming vice president by August 1st.

1. Attend an orientation - district or local or meet with your chapter programming vice president or chapter president one on one. Date:
2. Write goals for the year. Send or give copies to your programming vice president/president and district program manager.
3. Write to your district program manager, introduce yourself and share goals/ides for the year. Send a copy to the state program manager.
4. Report activity in your area to your chapter state delegate so that they may complete the trimester report. Local program manager reports should be filled out on time and turned in tot he appropriate person in your chapter and to your district program manager.
5. Review the Local Program Manager manual and state two ideas you will try this year.