

Helpful Hints on How to Plan a Program

Planning for the Year

Prior to your Chapter's Strategic Planning Session, hold a committee meeting to determine what programs (subject matters) you will hold for the year, where, and the approximate dates you plan to hold the events. In all likelihood, these dates will shift slightly, but it is good to have thought through issues like scheduling around holidays, industry trade shows, fundraising event dates, etc.

When you invite your committee for the meeting, ask them to bring three or four ideas with them so you have a head start on subject matter. It is very helpful to have the out-going Programming Director in attendance to pass along lessons learned and for programs that members suggested during the year, but were not held.

When you meet with your committee, providing some sort of food is always good. It helps keep people energized. Supplies you should bring to the meeting include: list of potential programs, full-year calendar for the year you are planning, current strategic plan for Programming, and blank paper and pens.

Once you finalize your selections, choose one or two back-up program ideas in case any of your planned subject matters falls through. Bring your results to the Chapter Strategic Planning session for approval and once finalized, submit calendar to the NEWH, Inc. Office for posting on the newh.org website.

To avoid burnout, it is helpful to divide up the programs and have each committee member "champion" a program. If committee members team up to execute one or two programs together, it spreads out the work and committee participation is then fun, not burdensome. The Director should provide leadership to the group and attend all sub-committee meetings. Plus, this is perfect training for committee members for assuming future Directorship on the Board. Succession building for the future board is essential.