

## **USING THE VICE PRESIDENT OF PROGRAMS MANUAL**

A Workshop for Spring Leadership Planning Conferences, Conventions

### ***Equipment:***

- copies of Program VP Manual, one for instructor and one for each learner
- copies of the Liturgical Planning Calendar for use with Program Manual
- a copy for each attendee of an evaluation form for this training session
- pencils and pens for attendees without one.

### **Introduction, Objectives:**

- Facilitator introduces self; each attendee introduces self, brief background.
  
- Facilitator: "Today we'll review the contents of the *Program VP Manual*. At the end of this session, you should be able to
  - (1) describe the scope of the job of the Vice President (VP) of Programs, and
  - (2) use this information to help you to do a better job (than if you had not attended this workshop)."

### **Housekeeping:**

- Facilitator reviews where restrooms are, how long instruction will last, etc.

### **Program:**

- Facilitator: "Obviously, to perform as you should, you need to know what your job entails. The *Program VP Manual* will tell you what is expected and how to do the job."
  
- Read the three objectives of Serra International (pg.3). Ask how we can achieve Objective No. 3 by using interesting, provocative meeting programs. Take time for participants' answers.
  
- Skim through the table of contents (pg.1). (We'll return to each part for a closer look.)
  
- Have attendee read the job description (pg.3-4). Ask attendees to discuss the points. Do they feel this description is too involved, or are there points missing? Do some present have added responsibilities in *their* club?
  
- Discuss the job of the club program committee (pg.4-6). How do the attendees organize such a committee, conduct committee meetings, and assign work to members, (pg 8-10)? Is theirs a one- person operation? Discuss advantages and disadvantages of both.
  
- Discuss resources for club meeting programs (pg. 6). Poll members to see what kinds of meeting programs have worked successfully in their clubs. Advantages, disadvantages.

- Talk about the use of themes for programs, (pg 11-12). Has anyone present used program themes successfully in their club?
- Do any districts have directories of speakers and presenters, (pg. 6-7)? How have they worked? Who compiles and updates them? Other ways to network among VPs of Programs. (If all VPs are from the same district, perhaps those present could start compiling such a directory right now)
- Conducting a typical club meeting: part played by VP Programs. Go over the format (pg. 7). Any variations in your club? Has anyone present used any kind of “gimmick” or surprise to enliven meetings such as raffles, last one to arrive pays a penalty, surprise program presenters, etc.?
- Planning a year’s worth (or a quarter’s worth) of club meeting programs. Where do we find ideas? Any reason why or why not to plan a year ahead?
- Review of and how to use *Program VP Manual*, and its accompanying Liturgical Planning Calendar, (pg. 14-15). Tutorial video available on the website. (*Don’t dwell on this subject because to do it well, there should be an entire, separate session planned and held.*)
- The “care and feeding” of guest speakers/presenters, (pg. 15-16). The invitation, written, e-mailed, phoned; introducing them; thanking them; varied arrangements, etc.
- Evaluating the club programs and program committee, (pg 17-18). Who does this in his/her club now? Is it worthwhile?
- Review of the appendices, (pg. 19-24). Has anyone present used these tools successfully?
- Summarize main topics covered during the instruction. Ask all to complete an evaluation form on this session (may be part of a day-long evaluation form).
- Comments, questions and answers from the attendees. Swap program ideas. Swap names, phone numbers, e-mail addresses among attendees.
- Later, instructor reviews evaluations and submits any ideas to improve *Program Manual* to the USA Council Programs Committee.

[end]