LWVFC REPRESENTATION CALENDAR PROCESS

The following is intended to lay out a repeatable process for discussing, deciding and managing events where LWVFC would like to have representation.

1. Develop a working document (EXHIBIT A) that would be discussed at each monthly meeting. The document will outline upcoming events based on a variety of inputs and research. The document also will note key holidays and celebrations for context. Patti will maintain the working document and provide a copy for discussion at each monthly meeting. Decisions would be made about events where LWVFC wants representation. Once a final decision is made to send representation to an event, that event would be noted on the LWVFC master calendar.
2. Develop a dropbox or folder where board members can input items to be added to the working document for discussion. We currently use emails to share information on upcoming events; this process is inefficient and difficult to manage.
3. Once a decision is made to send representation, a lead should be appointed for that event. We could seek a commitment from each of the Board Members to take lead on at least one event per calendar year, but leads would be on a volunteer basis. The lead would be responsible for organizing an event: determine key dates and cost for registration if not already known, submitting applications and getting board approval for funding, and lining up other volunteers for coverage.
4. Establish a routine/repeatable process for soliciting volunteers. This could be using a standardized email to the membership soliciting their help. It could be a posting on Facebook or on the Website. Potential volunteers should be directed to a web-based process, e.g., Genius, to register their interest. Whichever option we choose, it should be simple and easy for the both the lead and those seeking to volunteer. Once a lead has their list of volunteers to support an event, they can certainly opt to use email and/or text to communicate and further coordinate the event.
5. Develop a Volunteer Packet. Volunteers may feel more comfortable if they were provided materials that outline the goals for the engagement, some dos and don'ts, and talking points. This packet would be generalized, but could then be tailored to a specific event or date in time. Patti could draft the first packet with assistance from others who have attended may of these events on behalf of LWVFC, and then bring the draft to the full board for final approval.

6. Develop a feedback form that would be filled in by the event lead, including information on the event, location, date, contact information, as well as insights on whether the event was successful, what could have been done differently, and do we want to participate in future events, etc. These feedback forms would be filed by year/month in a file on the LWVFC drive, and would be helpful in planning representation in the following year. Patti can draft the feedback form and get feedback from the Board before finalizing it.