

## **Group Responsibilities & Program Guidelines**

The LRV experience consists of programs developed by curriculum advisors and four educational sessions developed and delivered by program participants. The following guidelines are provided to give structure and organization to the development of your program topic. Throughout the process, you are encouraged to tap into diverse resources and providers in the region.

Past outstanding programs included excursions to multiple venues, a program four to five hours in length, breakfast and/or lunch, utilized multiple presentation formats, and sought program support from active Roanoke Regional Chamber of Commerce members. LRV participants should only request financial/in-kind support from current Roanoke Regional Chamber members. If in doubt, check with your Chamber liaison prior to making the ask! Fundraising should focus on monetary requests to cover costs associated with your program (e.g., food, printing, transportation, facility rental, in-kind contributions).

Find a Directory of Current Chamber Members at [www.RoanokeChamber.org](http://www.RoanokeChamber.org).

**\*Note** – If financial and/or in-kind support is offered from an organization that is not a member of the Roanoke Regional Chamber of Commerce, please contact the Chamber liaison to discuss how to move forward.

## **Getting Started and Expectations**

During the retreat, you will have the opportunity to explore various issues of interest to other LRV participants regarding your assigned topic. You are strongly encouraged to visit and re-visit these lists of ideas and issues prior to the selection of your program's focus. Provided below is an outline of things to consider as you are developing your educational program.

1. Select your program leadership team. You may consider selecting a chairperson, secretary, treasurer, and historian. Other positions within your group can be determined as needed. You need to provide this information to the curriculum committee and Chamber liaison.

- The role of **chairperson** is to provide contact with the lead advisor and Chamber liaison, to handle the logistics of scheduling the group's meetings, and to facilitate the flow of creating a program.
- The role of **secretary** is to prepare minutes of each planning meeting for distribution to the group members and assigned curriculum advisors. These minutes should reflect the group's discussion and attendance of both advisors and participants. Minutes should be e-mailed to the group within five business days of a meeting. The secretary also maintains the information throughout the year for inclusion in the final report. (Refer to Final Report for details.)
- The role of the **treasurer** is to handle the financial transactions for the group and prepare a final financial report (refer to Sample Financial Report for an example).
- The role of the **historian** is to document your planning process, as well as your group's program through pictures to be included on a CD in the final report. During the day of your program, your group should capture photographs for various activities for your program.

2. Your program's curriculum committee advisors should be invited to **all** program planning meetings and **at least** one advisor should attend each meeting. Please coordinate attendance. If your advisors cannot be present, the **lead advisor** for your group should be notified and will arrange for curriculum committee representation.

3. Submit your **initial plan** materials to the Chamber liaison by the Monday morning prior to your initial plan presentation (refer to LRV Calendar for dates) so that the Curriculum Committee has time to review your materials.

The initial plan should include:

- A clear statement of your program goals/objectives
- The program working agenda
- The initial financial report

A representative from each group is required to present these materials at a scheduled curriculum committee meeting. Please limit your presentation to 5-10 minutes.

4. Submit your **final plan** materials to the Chamber liaison by the Monday morning prior to your final plan presentation (refer to LRV Calendar for dates) so that the Curriculum Committee has time to review your updated materials.

A representative from each group is required to present these materials at a scheduled curriculum committee meeting. Please limit your presentation to 3-5 minutes.

5. The **invitations/announcements** with logistics for your program are distributed at the conclusion of the LRV program delivered before your scheduled event. Please contact the team presenting the prior month to coordinate an appropriate time for distribution of your invitations. Remember to include program times, location, parking, and inclement weather information in your announcement. The curriculum committee, participants, and sponsors should receive your announcements. (Refer to LRV Calendar for dates.)