

FFWC Programs Chairman
Fall Board 2010
Bulletin #1



Kay O'Rourke
P.O. Box 126
Fernandina Beach, FL 32035
904-261-4353
Email: Raykay@bellsouth.net

How often do we do the same "tried and true" programs year after year? It is so very easy to get complacent with our Programs because we are so content with the smooth operation of our club. My goal, is to inspire and challenge you to take a critical look at the programs in your club. Are they exciting, meaningful, informative and entertaining to your members and guests? Do you poll your club, or get honest feedback from your club members and guests?

Our Programs are usually the first impression someone has of our organization. With every club facing the problems of declining membership, we can't afford to leave a **"bad"** first impression on our members, prospective members, or guests. The quality of our club programs should be meaningful to all, and they should leave with the feeling that the time was well spent attending the club program.

Over the next two years, I will give you tips on planning and implementing successful programs as well as sharing valuable information from other clubs. To keep variety in your club programs, encourage your members to become "Program Detectives". This means that wherever they go - work, school, social functions are other club meetings, etc., ask yourself the question - could this be adapted to a new, exciting program for our club? Be creative!

It would be good to have a program each year on each of the six GFWC Florida Community Service Programs: **Arts, Conservation, Education, Home Life, International Outreach, and Public Issues.** As a community service volunteer organization, our FFWC President's wish is that, GFWC clubs are encouraged to work within those programs that will help meet a need within their community and/or where there is interest among their members.

Make arrangements for your speaker in advance. Don't put something together at the last minute and expect to have a wonderful program. Meet your speaker at the door and make them feel welcome. Introduce the speaker to the club president and as many members as possible. It is best to request a bio from the speaker in advance so you can make a proper introduction. Be sure to include credentials, honors and accomplishments.

There should be a **time limit for the program and your speaker must be aware of this in advance.** Always thank your speaker and give the members an opportunity to ask questions afterward. A check to help defray travel expenses and a small thank you gift are always in good taste. It is a good idea for the program chairman to have a back-up ready in case of emergency. Sometimes circumstances do occur which make it impossible for a speaker to fulfill an obligation. Don't be caught off guard!

REPORTING & AWARDS

I would like for you to report on all of your Club's programs, whether successful or not. Reporting in Programs is easy, because you can "double report". This means that if you do a Conservation Program, you can report it under Conservation and Programs. All you have to do is "Cut and Paste" from one report into the other, on your computer. If your club doesn't report, I would like to encourage you to do so. It doesn't take a lot of time, and the reporting guidelines are easier than ever. This also allows us to share information with other clubs, and I am counting on you to let me know what types of programs your club is having.

FFWC awards a first, second and third place award in the **PROGRAMS** category, but Programs is one of a few state reports not sent on to GFWC for judging.

In looking back at some old Bulletins on Programs I found this poem, I wanted to share with you from one our FFWC member and past FFWC chairman, Lee Barlow. I did change departments to community service programs.

"All You Need is Love"

Good programs should be a combination,
Some informative, some fun.
Then all of your members will enjoy them
Each and everyone.
Search out several of your ladies
maybe ones who seem so quiet.
They will surprise you with a performance
That could be an utter delight.
Don't forget to use your talented chairmen
From District or State.
Be sure to use the enthusiastic ones
And they will really rate.
You cannot be sure of anyone's preference
of a gift.
So how about a cash honorarium
To give their spirit a lift.
Chairmen with interesting programs
Can truly make their Community Service Program grow.
Please include them in the report to me
cause I would like to know.
Encourage all to invite friends to programs
if an increase in membership is your goal.
They'll ask about your club
And their names may be added to your roll!