

WCR Committee Responsibilities
STANDING COMMITTEES

PROGRAMS AND EDUCATION Committee

Overseen by President Elect

The function of the Programs and Education Committees is to provide meaningful monthly programs that a) provide members with a new skill or b) help the member experience an increase in productivity by applying what they learned.

- Plan a minimum of 8 programs annually in the following categories (2 each):
 - Negotiation Strategies and Practice
 - Networking, Professional Credibility, Business Builder
 - Business Planning and Systems
 - Personal Performance Management
 - Cultural Awareness
- Plan educational classes that meet members' needs, working with the local association, other WCR Chapters, local educational institutions to co-sponsor
- Locate the speakers, programs and educational opportunities through the following sources
 - WCR's MOCA on line at wcr.org
 - Local experts
 - Trade magazines
 - State or regional meetings and/or contacts
 - Speaker's bureau
 - Other community organizations
 - ADRE approved educator list
- **Notify National WCR of Programs list no later than January 15th.**
- Market the programs to members and non-members through newsletters, flyers, email and websites
- Make any necessary arrangements for the speaker, including meals and lodging
- Introduce Speakers at BRM & Classes (obtain intro info from Speaker when scheduled)
- Evaluate programs' impact and success.
- Send Thank You note after the event to the speaker
- Educate members on the PMN designation and notify them of class locations and schedules
- Inform members of educational opportunities offered by the local Board, State Association, NAR Affiliates and local educational institutions
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It is recommended that the Chairperson and Co-Chair assign responsibility for a given program or educational opportunity to individuals on the committee and that they recruit assistance for individual tasks as needed.

Committee Chair/Co-Chair would only fill in on a responsibility if someone was not available in a specific month. There is no rule that says you can't go outside your committee to ask for help!

Example for demonstration purposes only:

Assignment	Responsible Member
January Program – Staged to Sell	
Speaker Jane Doe confirmed, bio received	
Flyer prepared for distribution	
Article written up for newsletter, web site	
Email message sent	
Luncheon reservation made	
Evaluation of program	
Thank You note sent	
February Program & Education – Fair Housing	
Coordinate with LHAR Education Chair	
Classroom space reserved	
Speaker Jim Smith confirmed, bio received	
Hotel reservation made	
Flyer prepared for distribution	
Article written up for newsletter, web site	
Email message sent	
Luncheon reservation made	
Evaluation of program	
Thank You note sent	