

SECTION: Administration

ORIGINATED: June 2019

SUBJECT: Chapter Meeting Agendas

REVISION:

OBJECTIVES:

1. To develop IPAC-SWO Chapter Meeting agendas.
2. To distribute IPAC-SWO Chapter Meeting agendas in a timely manner.

POLICY:

1. The IPAC-SWO Chapter Secretary, with the support of the President, President-Elect, Educational Committee Chair and Co-Chair, will develop IPAC-SWO meeting agendas and distribute them to IPAC-SWO Chapter members, at a minimum of 1 week before the meeting date.

PROCEDURE:

1. Developing an agenda:

- a. Two months before the chapter meeting & educational session

The IPAC-SWO Education committee will:

- Contact/approach potential guest speakers/presenters.
- Confirm guest speakers/provide speaker package.
- Develop a schedule for the educational presentations (i.e. determine when the presenters will speak and how long the presenter will speak for, based on speaker requests/preferences).

- b. One month before the chapter meeting & educational session

The IPAC-SWO Education committee chair and/or co-chair will:

- Provide guest speaker names and presentation titles to the IPAC-SWO President and Secretary.
- Provide details regarding when the presenter(s) will speak, and the time allotted for the presentation(s).

The IPAC-SWO Chapter Secretary will:

- Draft an agenda using the IPAC-SWO agenda template. The draft will include chapter updates (i.e. standing items and old and new business) and educational presentation titles/speaker names and times.
- Email a copy of the draft agenda to the IPAC-SWO Chapter president and president elect for review and approval. The education committee chair and co-chair will be cc'd on the email.
- Save a copy of the draft agenda in the IPAC-SWO google drive.

IPAC SWO Chapter President will:

- Edit the agenda and advise the IPAC-SWO Chapter Secretary of any changes needed. Note: If revisions are needed, the IPAC-SWO Chapter Secretary will make the changes within 1-2 business days and will email the revised agenda back to the IPAC-SWO President and President-elect for a second review.
- Give final approval of the agenda to the IPAC-SWO Chapter Secretary at least 1 week prior to the meeting date.

2. Distributing an agenda:

- a. One to two weeks before the chapter meeting & educational session

The IPAC-SWO Chapter Secretary will:

- Email the final agenda and previous meeting minutes to the IPAC-SWO Chapter members using the IPAC-SWO Chapter Gmail account and the most current IPAC-SWO email distribution list.
- Provide instructions for dialing in and logging in to webinar meetings and/or an address of the venue for in-person meetings.