



Group Responsibilities & Program Guidelines

The LRV experience consists of programs developed by 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, breakfast and/or lunch, multiple presentation formats and program support from active Roanoke Regional Chamber members. LRV participants should only request financial support from current Roanoke Regional Chamber members. If in doubt, check with your Chamber liaison prior to making the ask! **Reimbursements will not be given for goods or services purchased from non-members without prior authorization from the Chamber liaison.**

Participants are highly discouraged from asking their sponsoring organization for financial support. Fundraising should focus on monetary requests to cover costs associated with your program, e.g., food, printing, transportation, facility rental and in-kind contributions. You can find a directory of current Chamber Members at RoanokeChamber.org.

Getting Started and Expectations

Select your program leadership team. You should 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 advisors. These minutes should reflect the group's discussion and attendance of both advisors and participants. Minutes should be emailed 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.
- The role of the **treasurer** is to handle the financial transactions for the group and prepare a final financial report. This is the person who will send check and reimbursement requests to the Chamber liaison.
- The role of the **historian** is to document your planning process, as well as your group's program through pictures to be included in the final report. During the day of your program, your group should capture photographs for various activities for your program.

Advisor Attendance at Meetings: Your program's advisors must be invited to **all** program planning meetings and **at least** one advisor should attend each participant meeting. Please coordinate attendance. If your advisors cannot be present, the team's **lead advisor** should be

Program Initial Plan: Submit your **initial plan** materials to the Chamber liaison by noon the on Monday prior to your initial plan presentation so the Curriculum Committee has time to review your materials. (Please refer to the LRV schedule for dates)

The initial plan should include:

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

No more than two representatives from each group are required to present these materials at a scheduled Curriculum Committee meeting. Please limit your presentation to five minutes. Remember, advisors have already reviewed your materials in advance, you will be asked to present the highlights only.

Program Final Plan: Submit your **final plan** materials to the Chamber liaison by noon on the Monday prior to your final plan presentation so the Curriculum Committee has time to review your updated materials. (Please refer to the LRV schedule for dates)

No more than two representatives from each group are required to present these materials at a scheduled Curriculum Committee meeting. Please limit your presentation to five minutes. Representatives should plan to review only changes made since their initial plan presentation.

Program Invitation: 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 your team's individual sponsors should receive your announcements.**

Program Debrief: Schedule a meeting with the Curriculum Committee chair to “debrief” your program day and review the evaluation responses. This should be done within two weeks of your program so thoughts, ideas and memories are fresh.

Final Report: Submit your final report **to the Chamber liaison** no later than one month after your program. Your final report will be posted to the LRV Blog and should include:

1. Summary that includes the program goals and objectives, how the program went, if the program achieved its goals and what you would have changed.
2. Photographs documenting the entire planning process and the day of the program.
3. Include a visual of your invitation, agenda and handouts.
4. A shout-out to sponsors and recognition of team members.

A financial summary should also be submitted to the Chamber Liaison as a record of individuals or businesses that supported LRV as well as a record to account for the group's income and expenses, surpluses and deficits. See the Chamber Liaison about any questions on format.