

Tuesdays with Friends

Mission:

To provide intellectual stimulation and socialization in an informal, small group environment in members' homes.

Activities:

The Committee:

- Solicits and identifies potential speakers and hosts for TWF events.
- Meets several times each semester to evaluate proposals and determine speaking agenda for the coming semester.
- Plans and schedules events during the semester, coordinating the calendar with other IRP committees and events to avoid scheduling conflicts.
- Publicizes the program to the general membership and enrolls attendees. Provides follow-up reminders and maintains a waiting list for each program from that list as indicated.
- Assists the speaker in developing his/her presentation to focus the talk and keep it within the allotted time.
- Communicates with the hosts to clarify their responsibilities, i.e., set-up, seating, light snack, etc.
- Ensures that guests are welcomed, comfortable and are introduced to other members.
- Assigns two committee members to attend each event and act as an interface with the host and the speaker, introduce the presenter, monitor the presentation ensuring that it remains on track, elicit discussion as needed, assist with set-up, clean-up, and attendance.
- Follows up with thank you notes to speakers and hosts. Gathers expense receipts to be reimbursed within budget guidelines.

Committee Membership - Skills and Experience:

Desirable skills include:

- Ability to network with IRP members to identify potential speakers and hosts.
- Ability to work with speakers to develop and structure an interesting and informative presentation.
- Ability to encourage discussion and social mingling at events.
- Ability to communicate programs, promote enthusiasm, and enroll members for events.

Committee Selection Process:

The Committee has six members who serve four-year terms.

Potential committee members are interviewed and chosen by the Committee Chairperson in consultation with the Committee members and the Director.

Announcements of openings for Committee membership, along with instructions on how to apply, are posted in the IRP Observer and on the IRPZine.