



## 2019 Webinar Committee Charter

### COMMITTEE PURPOSE:

The Webinar Committee will focus on topics, trends and finding the right speakers for ACMP's member's only webinars. The Committee's goal will be to plan at least 6 months out and schedule in advance.

### COMMITTEE DESCRIPTION:

The Webinar Committee is made up of volunteers that have a passionate interest in change management education, training and increasing the quality of educational and professional development offerings via monthly webinars. They should also be interested in continuing education and trends within Change Management.

The Webinar Task Force is responsible for:

1. Identifying Speakers in conjunction with the Call for Speakers and Speaker Committee review process and topics for webinar programming
2. Providing contact information and speaker(s) for each suggested topic
3. Reviewing and discussing current trends in change management and the topics that change professionals want to learn about
4. Developing a 1-year curriculum for webinars – 2 educational/professional development topics per month
5. Facilitating delivery of the webinars as hosts (introducing the speaker, managing Q&A)
6. Collecting and monitoring feedback of webinars

### COMMITTEE DELIVERABLES for 2019:

#### Committee Deliverables:

- Discuss ideas, trends, current hot topics in Change Management; professional development; topics for advanced practitioner and for beginner/intermediate practitioners
- Following discussion and research – compile a list of topics for the year as well as speakers for each topic
- Review speaker applications to select speakers and topics fitting with selected topic themes and levels (tracks).
- Select the order/timing of each offering. (Two educational/professional development topic per month; Second Tuesday and fourth Thursday of the month)
- Work with the ACMP staff on scheduling of each webinar
- Assign volunteer hosts with backup for each offering.
- Create a feedback survey to be sent to all attendees following each webinar.

#### Deliverable Schedules:

- Initial Call and Start of Committee – 2<sup>nd</sup> week of January
- Survey Review – 2<sup>nd</sup> week of February
- Initial list of Topics – 2<sup>nd</sup> week of March
- List of speakers/hosts topic – 1<sup>st</sup> Week of April
- Calendar schedule/Order of Topics – 4<sup>th</sup> week of April



**Resources Requested:**

- 8-12 Volunteers (including 1 chair and 1 co-chair; plus 6-10 volunteers)
- Staff Liaison
- Board Liaison
- Teleconference and webinar #

**COMMITTEE TIME COMMITMENT:**

This Committee will meet a minimum of once per month until the calendar is completed.

Volunteers should anticipate spending about an hour a month in calls, and additional 2-3 hours a month reviewing speaker submissions and ideas.

**COMMITTEE COMPOSITION:**

- Size: 8 - 12
- Composition:
  - Chair
    - TBD
  - Co- Chair:
    - TBD
  - Volunteers
    - Vol 1
    - Vol 2
    - Vol 3
    - Vol 4
    - Vol 5
    - Vol 6
    - Vol 7
    - Vol 8

**Terms:**

Volunteers must commit to at least one meeting per month and to accomplish tasks outlined above. Each volunteer must commit to hosting 2 webinars per year. And all volunteers must be ACMP members in good standing.

**INTERFACES WITH OTHER ACMP ENTITIES:**

- BOD: The Board Liaison for the Committee for 2019 is Rainer Dunkel.
- Staff: The Staff Liaison for the Committee for 2019 is Nikole Fridenmaker.
- The Committee will have a chair and a co-Chair.

**TASK FORCE ANNUAL BUDGET:**

The 2018/19 budget for ACMP activities has been approved. The Committee will be supported by the Staff Liaison in verifying what is covered in this budget. Should budget be required for activities in 2018/19 other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration.