**AAUW-FL Leader on Loan Program and Sponsored Speakers Bureau**

**General Guidelines**

**Board and Program Committee**

1. Determine which board members or members will participate in the Leader on Loan Program and Speakers Bureau.
	1. Leader on Loan: A leadership resource for branches seeking assistance with declining membership, possible disbanding, lack of volunteer members for leadership roles or other organizational or program challenges
2. Speakers Bureau: Persons with expertise in various areas of interest to branches, such as equal pay, women’s economic security, strategic planning, membership; recruitment and retention, and introduction of State and National research projects.
3. Determine whether additional leaders or speakers may be needed.
	1. Leaders on Loan: Primarily current and former officers.
	2. Speakers Bureau: Anyone with the requisite expertise may be recruited.
4. Review and approve application materials and procedures provided by the Program Director.
5. Refer all requests under this heading to the Program Director.

**Director for Program**

1. Maintain a directory of leaders on loan and speakers. This may be listed on the website.
2. Receive applications and communications regarding these programs from branches.
3. Consult with the president and the program committee as necessary and approve these applications.
4. Facilitate contact between the leader/speaker and the branch.
	1. If the visit is to be in person, the branch will be responsible for logistics and all local arrangements. The state will pay for transportation. If the president travels to a branch, transportation expenses will be covered under the president's travel line item.
	2. If the visit is to be virtual:
		1. (1) Leader on Loan: Arrange for hosting through Zoom or other conferencing service through the state Communication Committee or the branch.
		2. (2) Speaker: The speaker is responsible for creating the program and recruiting a monitor to field questions and review chats. The speaker or branch may use the state Zoom account or another account. A prerecorded program may be used accessing AAUW State and National files. Branch contacts would need to promote the program, coordinate sending invitations and conduct follow-up surveys.
5. Plan and execute a program of branch awareness via FloriVision, webpage, or other outlets to encourage branch participation. Provide a clear message to the branch leadership that this AAUW FL-sponsored program is a funded resource open to all branches.
6. Assessment: Track visits and outcomes for reporting to the Board.
	1. Gather data (feedback, survey, and post-visit reports.
	2. Conduct LOL Program evaluation.
	3. Report outcomes to the Board as an End-of-Year report.

**Branches**

1.Plan for programming needs and request speakers early in the calendar year for the next year. 2. Plan for logistics expenses and arrangements for the visiting speaker or leader. 3. Complete required forms, including the evaluation of the visit.

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