

Title: Alternate Delegate

Purpose & Responsibilities:

- Attend SIWSC and Assembly meetings;
- Substitute for Delegate as needed;
- Provide one-hour workshops for each Area Assembly meant to educate and attract members to Assembly;
- Attend Regional Delegates Meeting in March.

Specific Tasks & Methods:

1. Attend meeting(s) in place of Delegate as needed.
2. Workshops:
 - Decide on workshop topic(s) based on Assembly feedback forms;
 - Create and email workshop flyer(s) to News-O-Gram editor and website editor;
 - Decide on workshop format or recruit someone to provide workshop (coordinate summer workshop with Delegate's report);
 - Give one-hour workshop;
 - Collect feedback forms;
 - Get reimbursed by treasurer for workshop expenses if any (\$30 budget).
3. Regional Delegates Meeting: coordinate transportation and room with Delegate; attend and participate in meeting.

Necessary skills/qualifications:

- Create (or have someone create) enticing workshop flyers with pertinent information (theme, date, time, location) and post to New-O-Gram & website (computer access necessary).
- Distill a variety of opinions and suggestions from feedback forms into practical workshop ideas. There are also many ideas on WSO website.
- Communicate clear, concise directions to workshop attendees.
- Provide any necessary materials (handouts, etc.) for workshops.
- Facilitate (or recruit facilitators to provide) workshops that are informative, provide participants a chance to interact with each other, and are enjoyable.
- Be willing to communicate by phone & email with Delegate and workshop facilitators as needed (computer access necessary).