



www.worldworchester.org

WORCESTER WORLD AFFAIRS COUNCIL

Operating Procedures & Work Flows for Leadership

July 11th, 2023

Table of Contents

No.	Item	Page(s)
I.	Logos.	3
II.	The President. <ol style="list-style-type: none"> 1) Template For The Announcement & Agenda For The Board Meeting. 2) Templates For The Agenda Of The Meetings Sent To The WWAC Membership With An Invited Guest Speaker 3) Attachments To The Meeting Announcement. 4) Template For Presentation By The President At The Invited Speakers Meetings. 5) Work Flow For The President At The Guest Speakers Meetings Via Zoom Only. 6) Work Flow For The President At The Guest Speakers Meetings In Person & By Zoom (Hybrid Meeting). 	4-5 6-9 10 10 11 12
III.	The Clerk. <ol style="list-style-type: none"> 1) Template For The Minutes Of The WWAC Board Of Directors Meeting. 2) Filings. 3) Important Dates & Numbers. (For Informational Purposes Only). 	13 14 14
IV.	Treasurer. <ol style="list-style-type: none"> 1) Filings. 2) Important Dates & Numbers. (For Informational Purposes Only). 3) Other. 	15 16 16
V.	Chair, Membership Committee. <ol style="list-style-type: none"> 1) Sending A Notice Regarding Meetings To The Membership. 2) Instructions For The Membership To Register For Meetings. 3) Obtain A Membership List For Email (From The WIX Website). 4) Obtain A List Of Members For A Meeting. 5) To Check In Event Guests. 6) Sending An Email (From The WIX Website). 7) Alternative. 8) Membership Of The Committee. 9) Options 10) Distribution Of Name Identity Tags At The Meeting. 	17 18 19 19 19 20 20 20 21 21

No.	Item	Page(s)
VI.	Chair, Nominating Committee. 1) Committee Membership. 2) Work Flow	22 22
VII.	Chair, Speakers Committee. 1) Committee Membership. 2) Functions Of The Speakers Committee (Sc). 3) Speakers Committee Travel Liaison. 4) Speakers Travel Liaison Process. 5) The Speakers Scheduling Process.	23 23-24 24-25 26 27
VIII.	Communications Coordinator. 1) The Polling Process. 2) Responsibilities.	28 29
IX.	Students Coordinator. 1) Responsibilities. 2) The Process Flow. 3) Template For Welcome Letter To Students From The Students Coordinator. 4) Template For A Letter To A Speaker From The Students Coordinator For An In Person Meeting. 5) Template For A Letter To A Speaker From The Students Coordinator For A Videoconference Meeting.	30-31 31 32 33 33
X.	Technology Advisor. 1) Important Information. 2) Responsibilities. 3) Template Of A Letter To A Speaker From The Technology Advisor.	34 34-35 36
XI.	Approval.	37

I. Logos.

a) For the WWAC Board of Directors Meetings.



www.worldworchester.org

b) For the Meetings of the WWAC Membership.



www.worldworchester.org



II. The President.

1) Template for the Announcement & Agenda for the Board Meeting.



www.worldworchester.org

Date:

To:

Board of Directors,
WWAC.

Officers:(Vice President), (Treasurer), (Clerk).

Committee Chairs: (Membership), (Nominating), (Speakers).

Coordinators:(Communications),(Students).

At Large Member(s).....

Technology Advisor:

From:

.....

President.

A meeting of the WWAC Board of Directors will be held via Zoom, on.....,
from 8:00 am to 9:00 am.

Zoom Link:

[LINK](#)

Thank you.

AGENDA

No.	Item	Responsible	Enclosure	Pages	Time
	Call to order.	President			
I.	Approval of the minutes of the meeting held on	Clerk	I		
II.	Reports				
	1) Treasurer	Treasurer	II (1)		
	2) Chair, Membership Committee	Chair	II (2)		
	3) Chair, Nominating Committee	Chair	II (3)		
	4) Chair, Speakers Committee	Chair	II (4)		
	5) Coordinator, Communications	Coordinator	II (5)		
	6) Coordinator, Students	Coordinator	II (6)		
	7) Technology Advisor	Advisor	II (7)		
III.	Vice President (if separate & distinct from those listed above)	Vice President	III		
IV.	President	President	IV		
V.	New Business.				
VI.	Adjournment.				

2) Templates For the Agenda of the Meetings Sent to the WWAC Membership with an Invited Guest Speaker.

a) Hybrid Meeting.



www.worldworchester.org



Date:

To: Members, Worcester World Affairs Council.

From: President.

The Next Meeting of the Worcester World Affairs Council will be held on....., at 6.00 pm at The Worcester Club. The Meeting can also be accessed via Zoom. (See below)

AGENDA

No.	Item	Speaker	Time
Social Interactions: 6:00 pm – 6:30 pm			
Dinner: 6:30 pm – 7:45 pm			
1.	Call to Order	President	8:00pm
2.	Welcome	President	1'
2.	Upcoming Speakers	Chair, Speakers Committee	1'
3.	Introduction of the Speaker	Representative, Speakers Committee	2'
4.	Title of Talk	Speaker	30'
5.	Questions, Answers & Discussion. Moderator: President	All	30'
Adjournment			

Zoom Meeting Registration (Please Click Below to receive a Zoom link):

[LINK](#)

b) In Person Meeting.



www.worldworchester.org



Date:

To: Members, Worcester World Affairs Council.

From: President.

The next Meeting of the Worcester World Affairs Council will be held on
....., at 6.00 pm at The Worcester Club.

AGENDA

No.	Item	Speaker	Time
Social Interactions: 6:00 pm – 6:30 pm			
Dinner: 6:30 pm – 7:45 pm			
1.	Call to Order	President	8:00pm
2.	Welcome	President	1'
2.	Upcoming Speakers	Chair, Speakers Committee	1'
3.	Introduction of the Speaker	Representative, Speakers Committee	2'
4.	Title of Talk	Speaker	30'
5.	Questions, Answers & Discussion. Moderator: President	All	30'
Adjournment			

c) Zoom Meeting.



www.worldworchester.org



Date:

To: Members, Worcester World Affairs Council.

From: President.

The Next Meeting of the Worcester World Affairs Council will be held on
..... at 7.00 pm. via Zoom.

AGENDA

No.	Item	Speaker	Time
Social Interactions: 7:00 pm - 7:15 pm			
1.	Call to Order	President	7:15pm
2.	Welcome	President	1'
2.	Upcoming Speakers	Chair, Speakers Committee	1'
3.	Introduction of the Speaker	Representative, Speakers Committee	2'
4.	Title of Talk	Speaker	30'
5.	Questions, Answers & Discussion. Moderator: President	All	30'
Adjournment			

Zoom Meeting Registration (Please Click Below to receive a Zoom link):

[LINK](#)

3) Attachments to the Meeting Announcement.

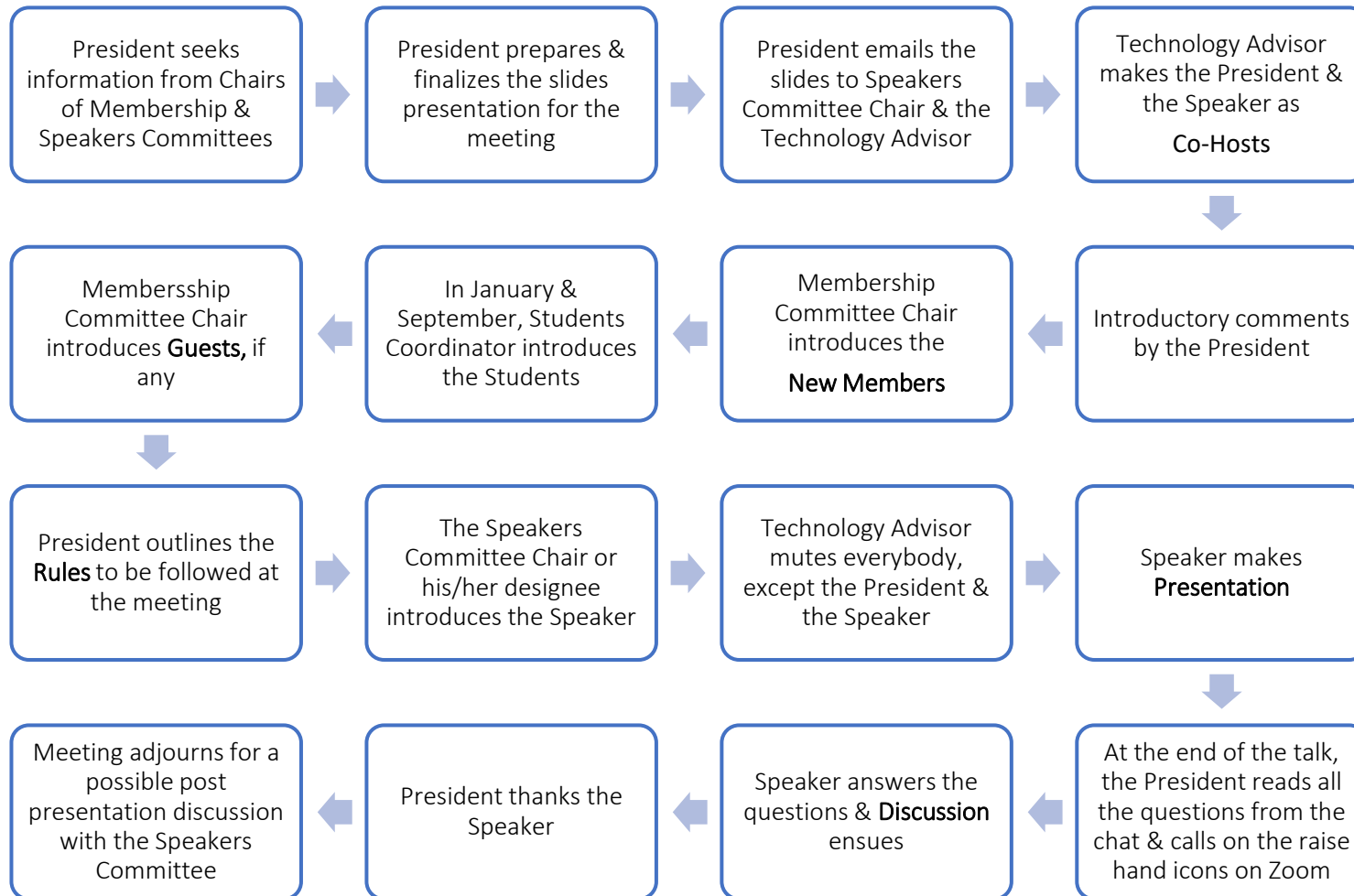
- a) Meeting registration process.
- b) Guest Speaker's name, photograph, title, hyperlink to his/her website & title of lecture.
- c) Upcoming Speakers' names with titles & photographs, hyperlinks to their websites & titles of lectures.
- d) Summary of previous meeting (prepared by a Student Member).

4) Template for Presentation by the President at the Invited Speakers Meeting.

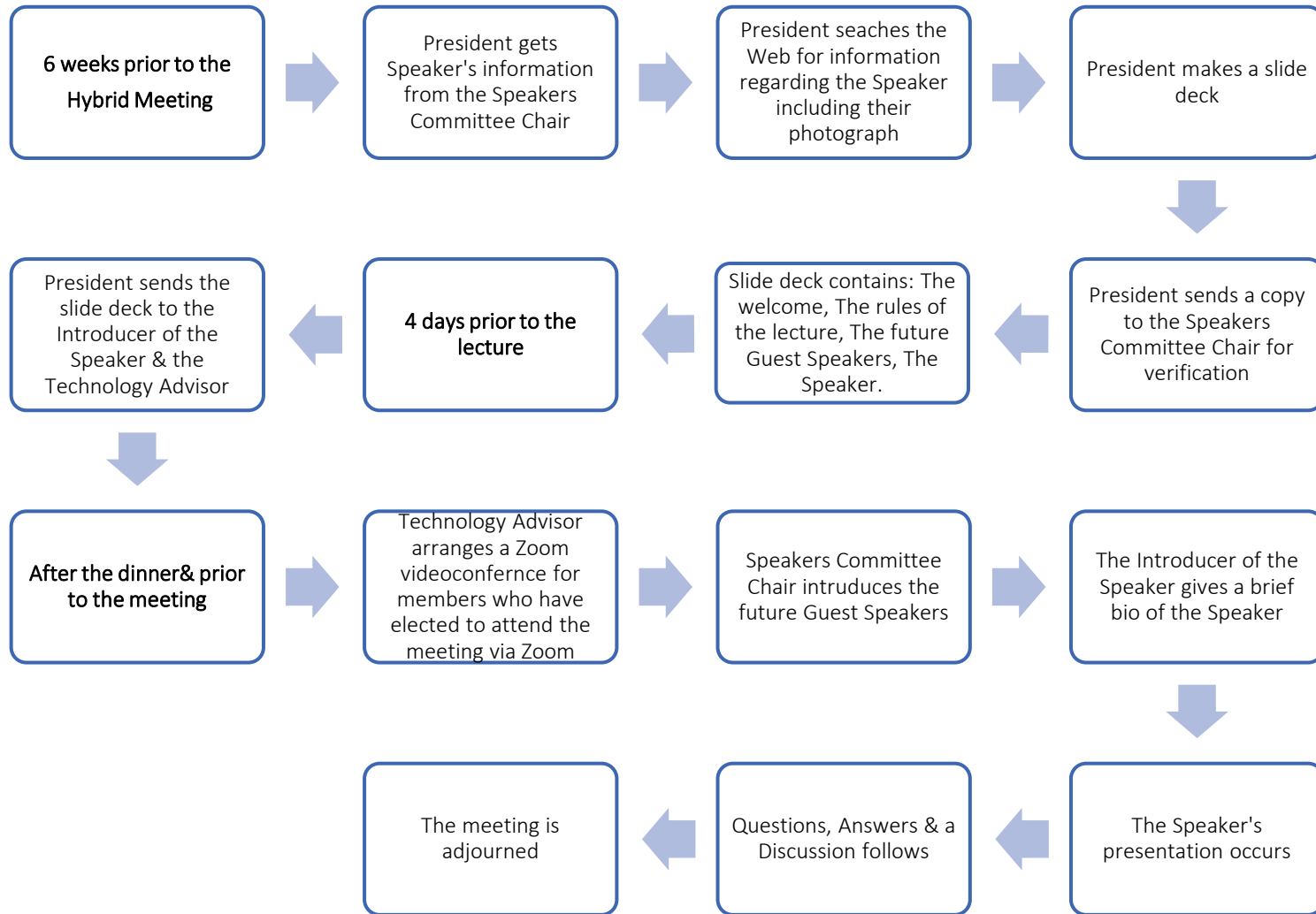
The following PowerPoint slides are used:

- a) Title slide.
- b) Introduction of new members & welcome by the Chair of the Membership Committee.
- c) Student Members (September & January).
- d) Guests.
- e) Rules for the Lecture.
- f) Upcoming Speakers – Chair, Speakers Committee.
 - One slide each for the Speakers with title of talk & photographs.
- g) Introduction of the Speaker (Chair, Speakers Committee or designee).
- h) Speakers Talk (30 minutes)
- i) Questions, Answers & Discussion (30 minutes).
- j) Adjournment.

1) Work flow for the President at the Guest Speakers Meetings via Zoom only.



2) Work flow for the President at the Guest Speakers Meetings in person & by Zoom (Hybrid Meeting).



III. The Clerk

1) Template for the Minutes of the WWAC Board of Directors Meeting.

Minutes of the WWAC Board of Directors Meeting.

Date: Time: 8.00 am.

Officers:(President),(Vice President), (Treasurer), (Clerk).

Committee Chairs: (Membership), (Nominating), (Speakers).

Coordinators:(Communications),(Students).

At Large Member(s).....

Technology Advisor:

Absent:

The prior circulated reports & enclosures are attached.

No.	Agenda Item	Discussion	Follow Up
	Call to order.		
I.	Approval of the minutes of the meeting held on		
II.	Reports		
	• Treasurer		
	• Chair, Membership Committee		
	• Chair, Nominating Committee		
	• Chair, Speakers Committee		
	• Coordinator, Communications		
	• Coordinator, Students		
	• Technology Advisor		
IV.	President		
V.	New Business		
VI.	Adjournment		

2) Clerk’s Organizational Filings.

No.	Item	Website	Renewed	Next Renewal
1.	Annual Report filing with the Secretary of State and Update of Principal Officers*	http://www.sec.state.ma.us/cor/corpweb/cornp/npfrm.htm	9/13/2022	09/15/2023
3.	Worcester Business Certificate	Business Certificates City of Worcester, MA (worcesterma.gov)	7.27.2020	7.27.2024

* The organization name on the Massachusetts AG’s Corporations Database is “Worcester Committee On Foreign Relations, Inc.”

3) Important Dates & Numbers. (For Informational Purposes Only).

No.	Item	Dates/Numbers
1.	Dates.	
	Business organized.	August 2, 1958
	501c (3) status granted.	August 3, 1993
	Date of incorporation in Massachusetts.	August 25, 1993
	Fiscal Year.	August 1 - July 31
2.	Numbers.	
	Federal Employee Identification Number.	(FEIN) 043205310
	State Customer ID Number.	3K94U7; PIN 4388
	Massachusetts AG Number:	031856
3.	Bank.	
	M&T Bank Account Numbers	
	• Checking.	0040061177
	• Money Market	15000040061088

III. The Treasurer.

1) Organizational Filings.

No.	Item	Website	Renewed	Next Renewal
1.	IRS e-file postcard	https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard	10.25.2022	9.15.2023
2.	Division of Public Charities (State PC Form)*	https://www.mass.gov/service-details/non-profit-organizationspublic-charities-forms	2.28.2023	9.15.2023
3.	State Sales Tax Exemption	AP 101: Organizations Exempt From Sales Tax Mass.gov	2.9.2015	2.1.2025

*Requires completion of IRS Form 990EZ, though WWAC does not file the 990EZ with the IRS

2) Important Dates & Numbers. (For Informational Purposes Only).

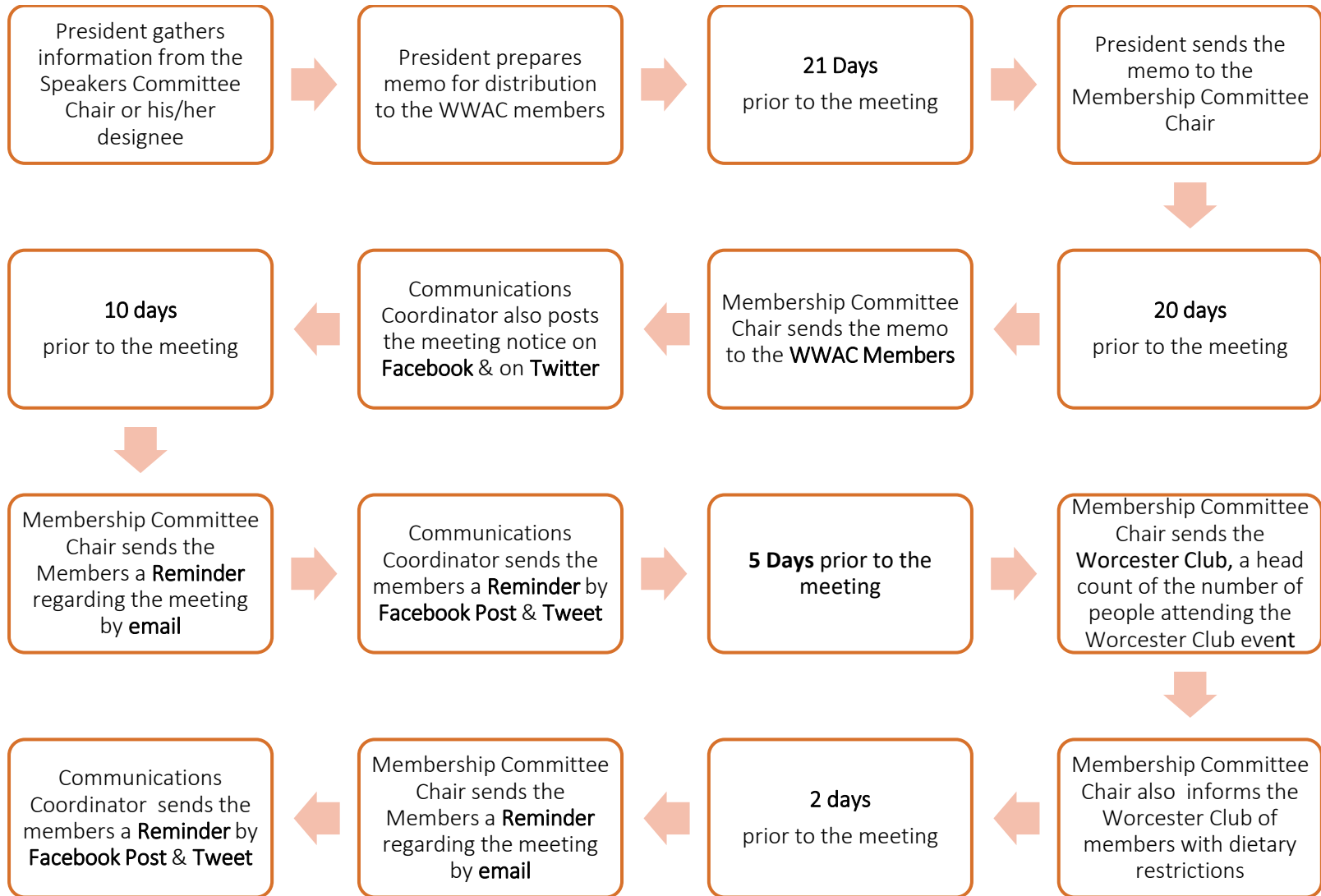
No.		Item	Dates/Numbers
	Dates.		
		Business organized.	August 2, 1958
		501c (3) status granted.	August 3, 1993
		Date of incorporation in Massachusetts.	August 25, 1993
		Fiscal Year.	August 1 - July 31
	Numbers.		
		State Customer ID Number.	3K94U7; PIN 4388
		Massachusetts AG Number:	031856
	Bank.		
		M&T Bank Account Numbers <ul style="list-style-type: none"> • Checking. • Money Market 	

3) Other.

1. Is the contact person with the Worcester Club for financial matters.

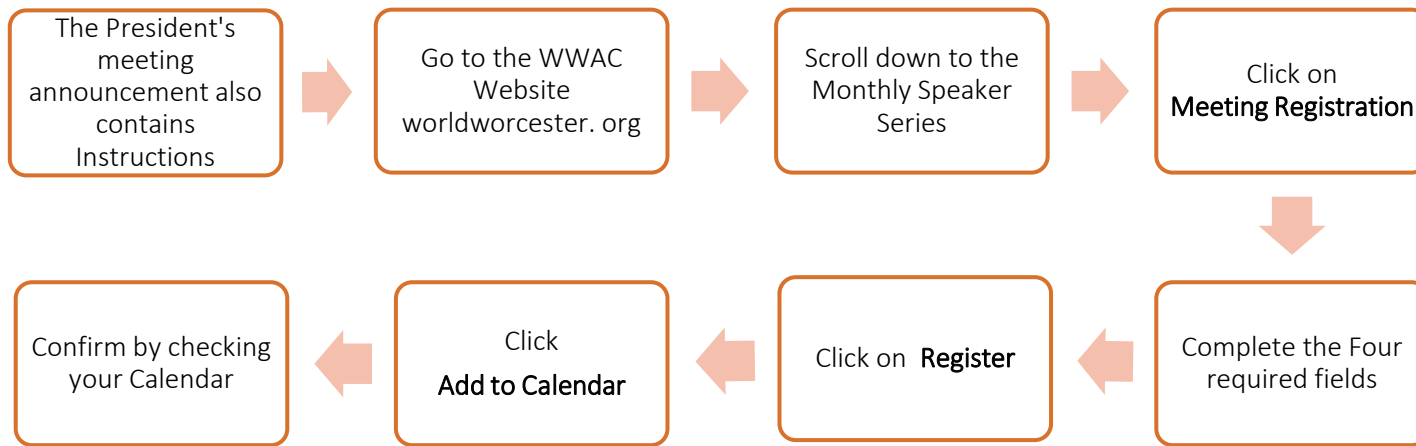
V. The Chair, Membership Committee.

1) Sending a Notice regarding meetings to the Membership.



2) Instructions for the Membership to Register for meetings.

a) How to Click on Meeting Registration



b) Click on Meeting Registration

[LINK](#)

OR

c) Click on “Click on Register for the Zoom Meeting,

And complete the required fields.

3) Obtain a Membership List for Email (From WIX website).

- a) Go to your [site's dashboard](#).
- b) Click **Customer Management** on the left.
- c) Click **Site Member**.

4) Obtain a List of Members for a Meeting.

- a) [Go to the Events tab](#) in your site's dashboard.
- b) Select the event you want to view.
- c) Click the **Guest List** tab.

5) To check in event guests:

- a) Go to the [Events tab](#) in your site's dashboard.
- b) Select the relevant ticketed event.
- c) Click the **Guest List** tab.
- d) Select an option:
- e) **Check in an individual guest:** Click **Check-In** next to the relevant guest.
- f) **Check in multiple guests at once:**
 - Select the checkboxes next to the relevant guests or click **Select All**.
 - Click **Check-In**.

6) Sending an Email (from the WIX website).

- a) Create an email campaign or edit an existing one.
- b) Click Next.
- c) Add recipients: If you have contacts in your account: Select the contacts that you want to send the email campaign to. ...
- d) Enter the newsletter details: From Name: The name that the email campaign is sent from. ...
- e) Click Send

7) Alternative.

- a) Use an RSVP, & then write the names on an Excel spreadsheet.
- b) The disadvantage is this has to be sent to the others by email.
- c) The use of WIX ensures that other authorized users can follow the enrollment in real time.

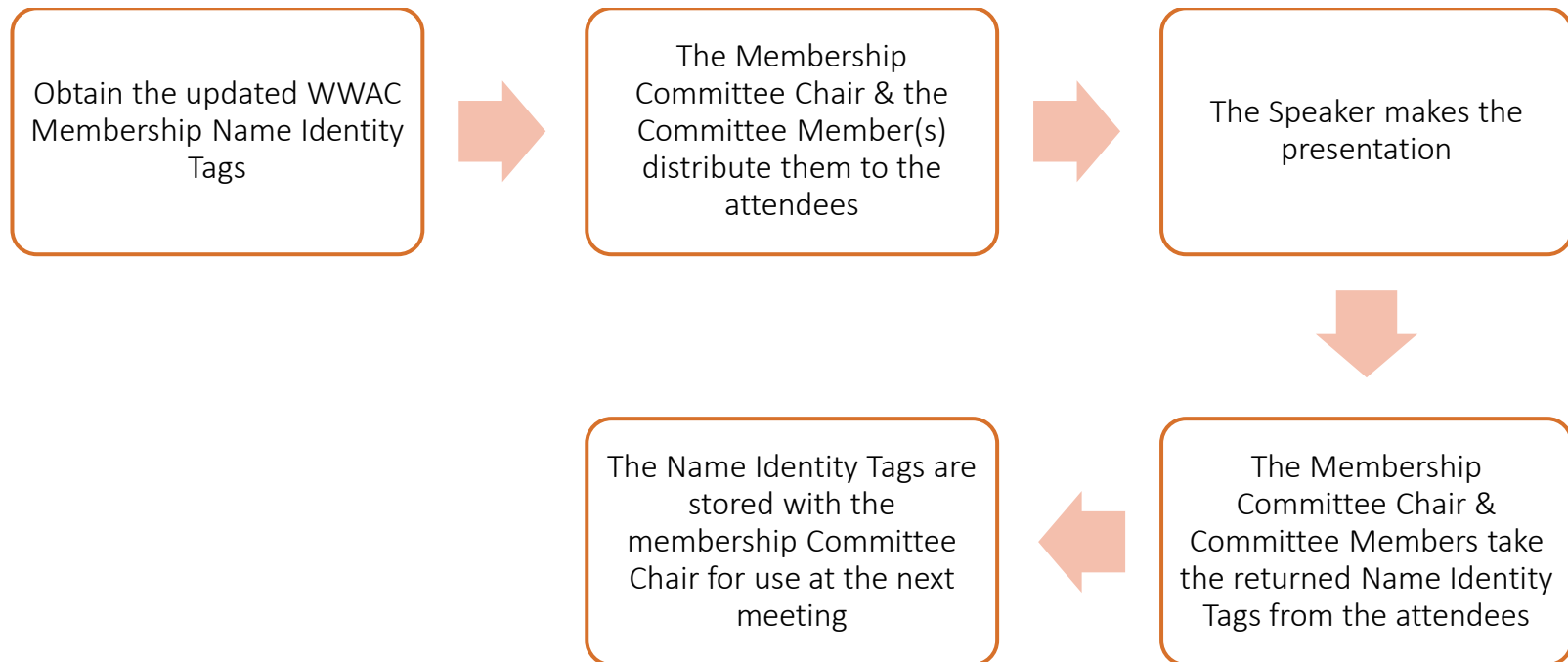
8) Membership of the Committee.

No.	Name	Title	Term Started	Term Ends	Renewal
1.	Philomena Feighan	Chair	8.1.2021	7.31.2023	8.1.2025
2.	Toni Meltzer	Member	8.1.2020	7.31.2022	8.1.2024

9) Options:

The Chair may opt to use Microsoft Excel & Word to facilitate these processes noted above.

10) Distribution of Name Identity Tags at the Meeting.



VI. The Chair, Nominating Committee.

1) Committee Membership.

The Chair, President, Vice President, Clerk & 1 member from the general WWAC Membership.

2) Work Flow



VII. The Chair, Speakers Committee.

1) Committee Membership.

No.	Name	Title	Term Started	Term Ends	With Renewal
1.	Karen Chaparian	Chair	8.1.2021	7.31.2023	8.1.2025
2.	Richard Avis	Member	8.1.2021	7.31.2023	8.1.2025
3.	Sawkat Anwer	Member	8.1.2021	7.31.2023	8.1.2025
4.	Darvin Kapitz	Member	8.1.2022	7.31.2024	8.1.2026

1. The terms of the members are renewable every two years for a total of 4 years.
2. The Speakers Contact is the person who contacts the Speaker.
3. The Speakers Liaison is the person responsible for making the arrangements for the Speaker to travel. (The Speakers Liaison is currently not a member of the Speakers Committee).
4. The Committee Chair prepares her/his chosen successor for the role of a Chair.

2) Functions of the Speakers Committee (SC).

1. The Speakers Contact (**Contact**) will ask the Speakers if they can come the second week of each month. However, this cannot be guaranteed because our Speakers have schedules beyond our control. The SC will have the flexibility to schedule Speakers accordingly, with 4 weeks between WWAC meetings being the optimal schedule. The SC will then inform the Chair of the Membership Committee & coordinate with the Worcester Club.
This is done in order for it to:
 - a) Establish consistency & predictability.
 - b) Ensure that adequate intervals are present between lectures.
 - c) Enable the WWAC members to mark their calendars.
 - d) Allow the WWAC members to anticipate WWAC meetings.
2. The SC identifies potential Speakers &, if necessary, the Speakers' Administrative Assistant.
3. Once the Speakers accept the WWAC's invitation the following is requested by the Speakers Contact:
 - a) Confirm the date with Speaker & The Worcester Club.
 - b) Request the Speakers' professional titles, short bios & head shots.
 - c) When the material requested is received, it is sent to the WWAC President & Technology Advisor, so that it can be included in its communication to the WWAC membership.

- d) The SC Chair keeps track of all invitations, acceptances & refusals.
 - e) Approximately 6 to 8 weeks prior to the meeting date, the Committee member who has established a **contact** with the Speaker, communicates with the Speaker:
 - Is she/he planning on using PowerPoint slides?
 - Ask her/him to send slides 3 to 4 days prior to the talk to the Technology Advisor.
 - Does she/he have dietary restrictions? Inform the Chair of the Membership Committee, of any restrictions.
4. On the day of the Guest Lecture, the Speakers Contact or designated individual:
- a) Picks up the Speaker at 5:15 pm at the hotel to go to The Worcester Club.
 - b) Introduces the Speaker to the Students Coordinator for the meeting with the Students before the cocktail hour.
 - c) Ensures that the Speaker joins the cocktail hour at 6:00 pm to mingle with the other members.
 - d) Introduces him/her to WWAC members at the cocktail reception & at the meeting.
 - e) Participates in the post lecture session with the Speakers Committee, if necessary.
 - f) Drives the Speaker back to the hotel.
 - g) Sends an email thanking the Speaker.

3) Speakers Committee Travel Liaison (SCTL).

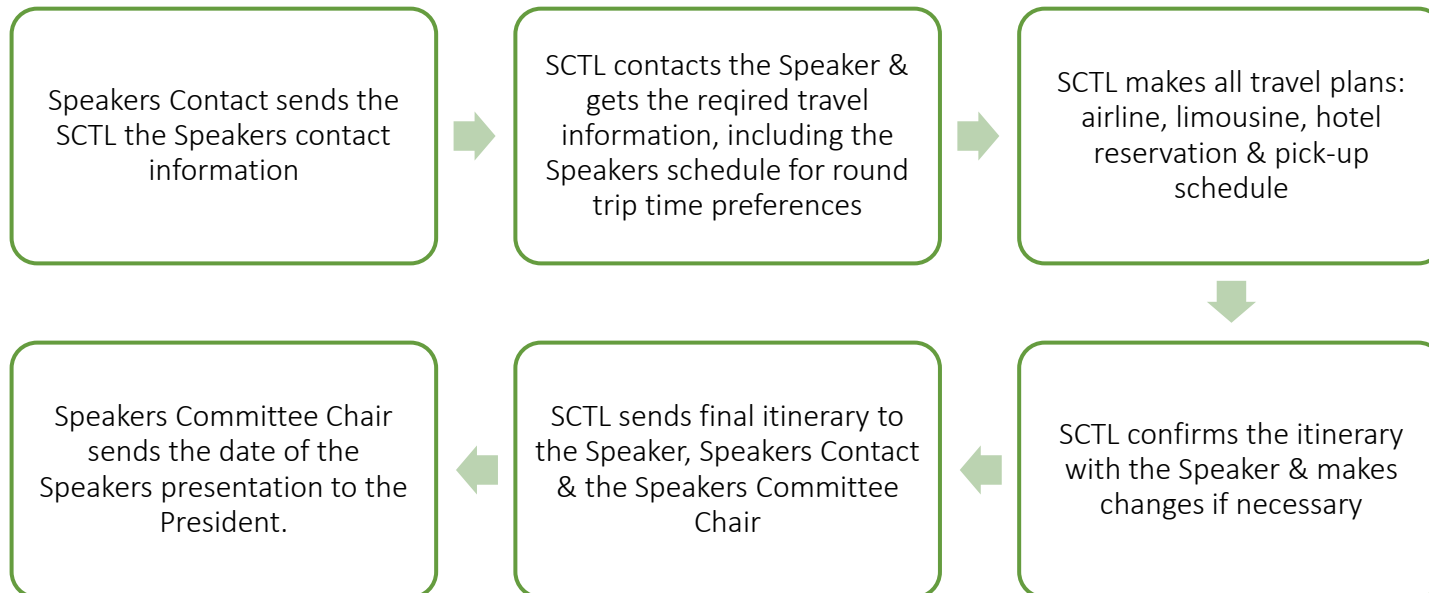
1. The Speakers Committee Travel Liaison (SCTL) gives the Speakers the option of making the travel arrangements with flight parameters made clear:
 - a) Economy Class tickets; under occasional circumstances, Economy Plus travel may be allowed.
 - b) Remain within yearly allocated budgeted amounts.
 - c) Upgrades to Business-Class or First-Class seating allowed at the Speakers expense.
 - d) Ground transportation to & from Logan Airport is provided by the WWAC.
2. Obtains the following information regarding the Speakers airline reservation.
 - a) Preferred airport.
 - b) Date of birth.
 - c) Home address.
 - d) Cell phone number.
 - e) Preferred Airline & Frequent Flier Number.
 - f) TSA/Global Entry number.
 - g) Speaker's preferred time schedule for flights.
 - h) Look at possible flight times & try to have them arrive at Logan or Providence by 3:00 pm (the latest).
 - i) Send choices to the Speakers, then make the reservation.

3. Makes the following arrangements:
 - a) The airline flights.
 - b) The limousine from the Airport to Worcester & back.
 - c) The hotel arrangements in Worcester.
 - d) The travel from the hotel to the Worcester Club (or other venue) & back to the hotel.
 - e) Hotel:
 - Hilton Garden Inn: 508.753.5700 or website.
 - Courtyard Marriott: 508.363.0300 or website.
 - It is usually good to make hotel reservation a couple of months prior to visit.
 - Remind the hotel that WWAC pays all charges – breakfast, snacks etc.
 - f) Limousine Reservation:

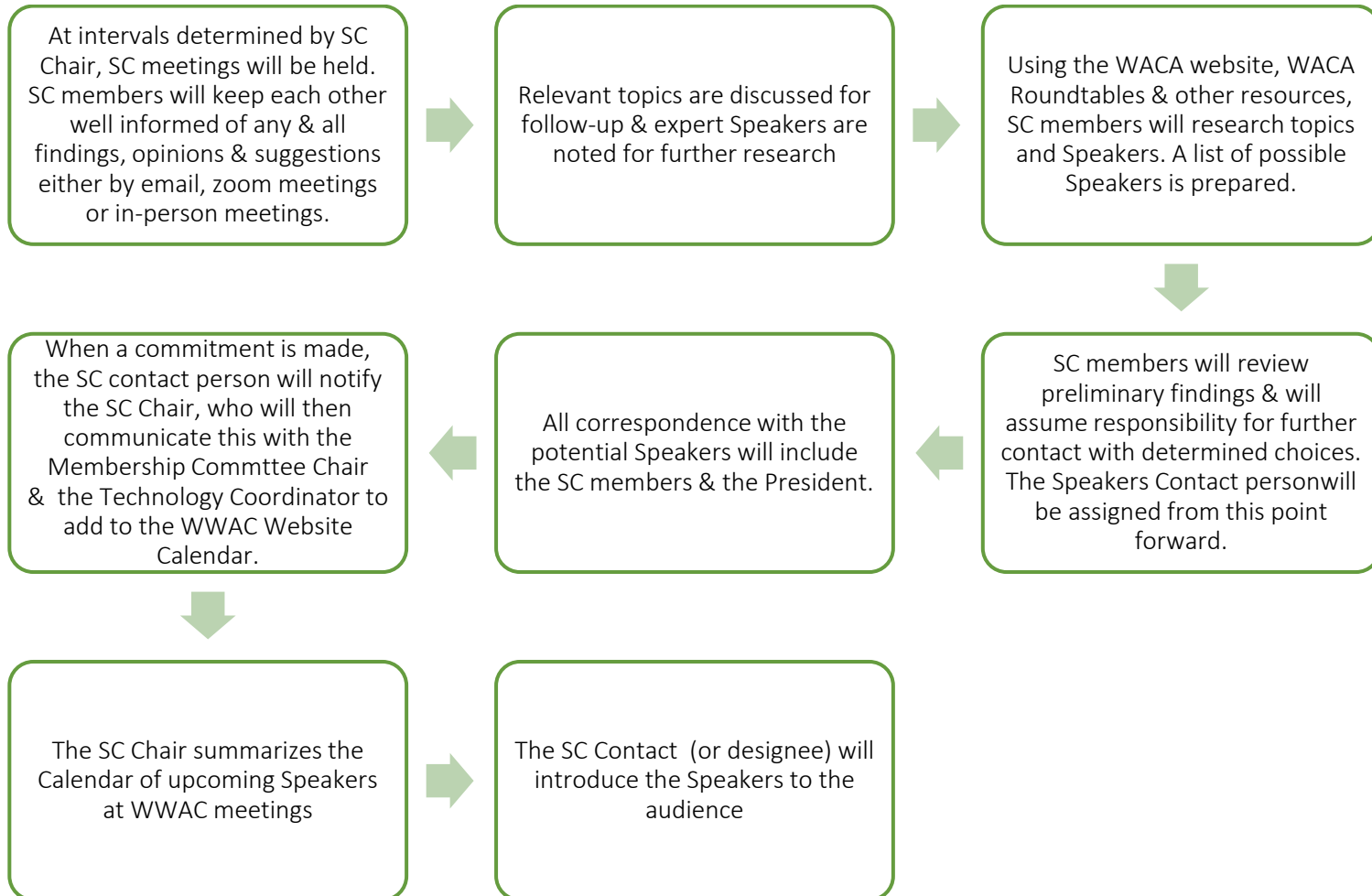
An email is sent by the SCTL with the following information to the Limousine Company:

 - Date of pick up.
 - Name of passenger.
 - Time of pick up
 - Airline & Flight Number.
 - Pick up address if not Logan Airport.
 - Delivery address (Name of Hotel).
 - Date & time for return.
 - Airline & Flight number.
 - Return location if not Logan Airport.
 - The bill is e-mailed directly to the Treasurer by the Limousine Company.
4. The final itinerary is sent by the SCTL to the Speakers which contains:
 - a) Airline information & tickets.
 - b) Limousine information (including phone number & place for pickup).
 - c) Hotel reservation.
 - d) Information regarding travel from Hotel to Worcester Club & back.
 - e) A copy is sent to the Chair, Speakers Committee & the Speakers Contact.
5. The SCTL has a WWAC Credit Card.

4) Speakers Travel Liaison Process.

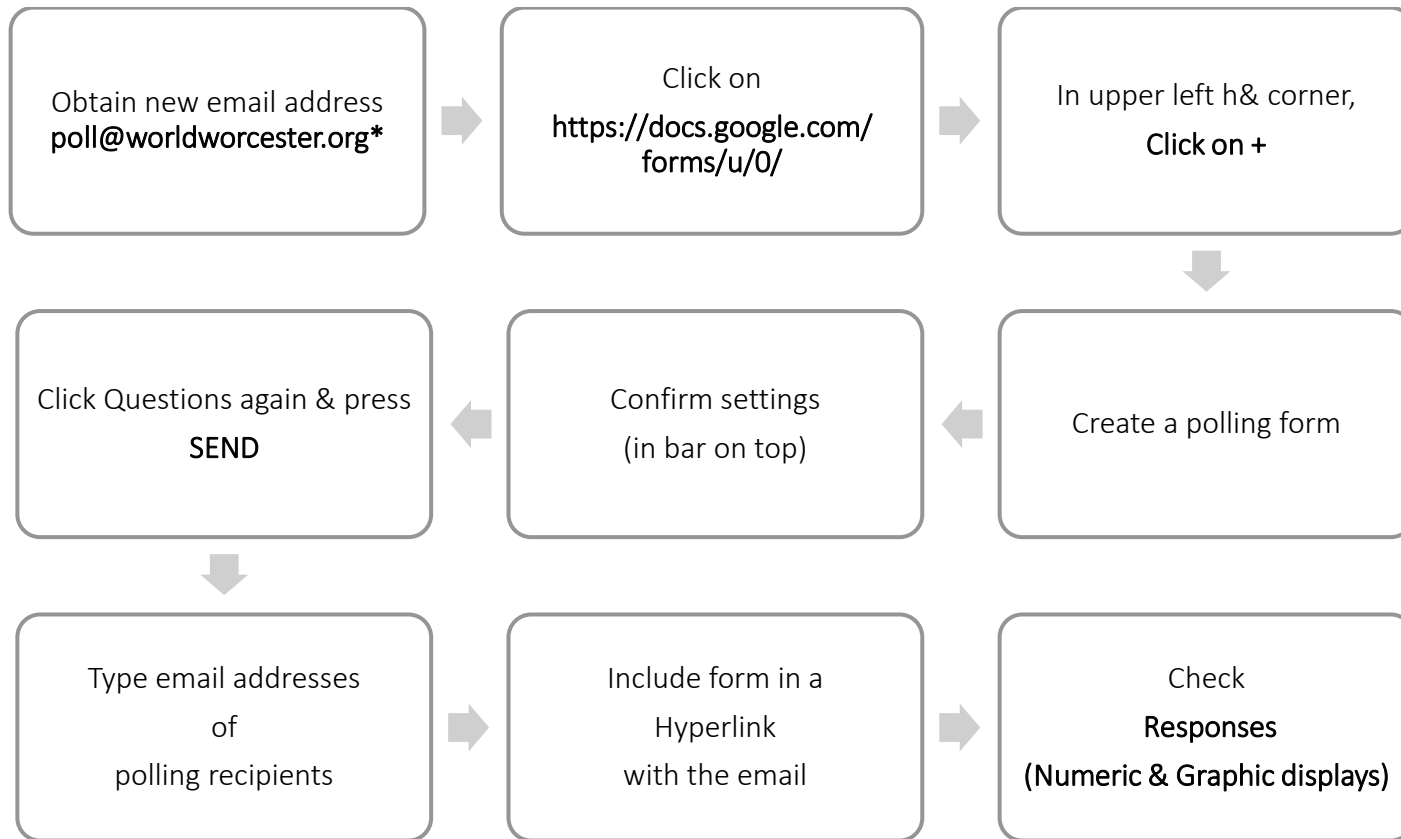


5. The Speakers Scheduling Process.



VIII. The Communications Coordinator.

1) The Polling Process.



(* To be obtained)

2) Tasks:

a) Collaborate with The Membership Chair to develop strategies for growth.

- Personal contacts
- Website enhancement
- Social media

b) Manage Communication strategy.

- Social Media
- Facebook
- LinkedIn
- Others as applicable

c) Internal communications.

- Collaborate with the President & Membership Chair on internal communication strategies.
- Goal is to increase communication & engagement between the Board & the Membership.

IX. The Students Coordinator.

1) Responsibilities.

1. Each college is invited to recommend two Students. Assumption & Clark Universities have been selecting their Students in the Spring; whereas WPI, Holy Cross & Worcester State University wait until the beginning of the Fall Term. The colleges generally nominate seniors majoring in political science or international studies. It should be noted that if a junior or sophomore is selected, they could be a member for more than one year & therefore have more time to learn about & apply for a scholarship to attend the National Conference. Likely candidates, however, often spend their junior year abroad.
2. Sends an email introducing the Students selected for WWAC membership to the program (see template below).
3. Informs Students about their eligibility for a scholarship to attend WACA's National Conference, which takes place in Washington, DC in early November.
4. Students who are interested in applying are asked to write a summary of their interests & qualifications, which the Chair uses to determine which candidate will be nominated for a WACA scholarship & to write a nomination letter.
5. Depending on available funds, WWAC may also award a scholarship to cover the cost of attending the National Conference.
6. For the Students attending the National Conference, the Coordinator works with the WWAC Treasurer to coordinate travel & hotel arrangements.
7. The current colleges & contact persons are:
 - a) **Assumption University**
Eloise Knowlton
Associate Vice President for Academic Affairs
eknowlton@assumption.edu
508-767-7486
 - b) **Clark University**
Paul W. Posner, Ph.D.
Chair, Department of Political Science
Director, Latin American and Latinx Studies
950 Main Street Worcester, MA 01610
pposner@clarku.edu
508 793-7253
 - c) **College of the Holy Cross**
Timothy A. Joseph
Professor of Classics
Director, Peace and Conflict Studies
College of the Holy Cross

One College Street
Worcester, MA 01610
tjoseph@holycross.edu

d) WPI

Peter H. Hansen
Professor of History
100 Institute Road
Worcester, MA 01609-2280
phansen@wpi.edu
(508) 831 5000 x5481

e) Worcester State University

Carl Herrin,
caherrin@worchester.edu

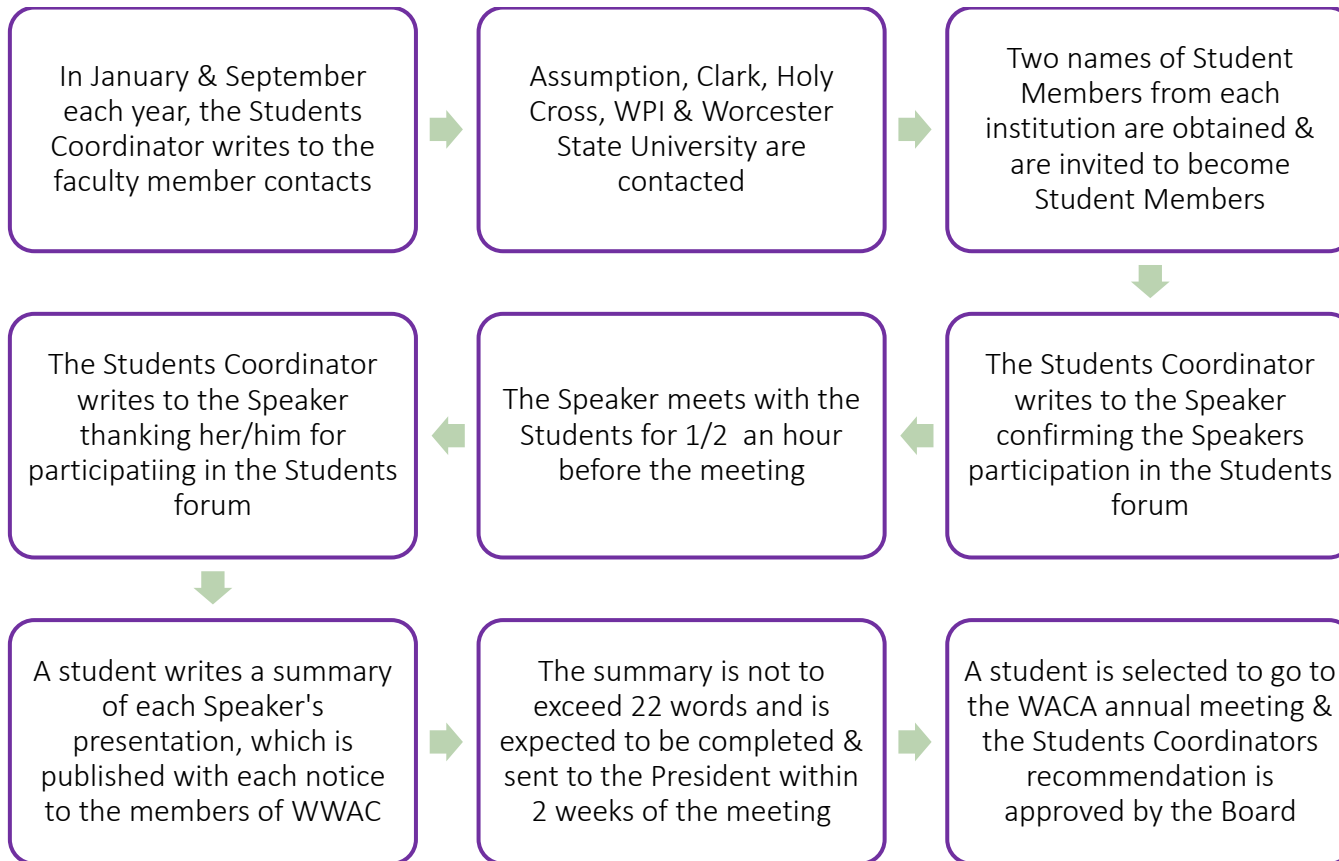
8. In person meetings:

- a) Coordinates with the Speakers Committee Chair regarding the Speaker's session with Students (5:30pm-6:00pm).
- b) Introduce the Students to the Speaker, encourage their participation in the discussion & conclude the session at 6:00 pm. If fewer than two Students attend, which can happen during the examinations period or in May & June, the session with the Speaker is not held.
- c) Encourages Students to mingle with other members of WWAC.
- d) Try to stick to the time schedule as noted.

9. Videoconference Meetings:

- a) Sends an email with the necessary videoconferencing schedule to all the Students as well as the Speaker.
- b) Coordinates with the Speakers Committee Chair regarding the Speaker's session with Students (6:30pm-7:00pm).
- c) Try to stick to the time schedule as noted.

2) The Process Flow.



3) Template For Welcome Letter to Students from the Students Coordinator.

Dear,

Congratulations on being selected to be a Student Member of the Worcester World Affairs Council (WWAC). We are delighted to have you representing (college). WWAC hosts monthly dinner meetings (September through June) at the Worcester Club, One Oak Street, Worcester with a special invited guest who speaks on a topic involving international issues. The Speaker meets with our student members from 5:30 pm to 6:00 pm, which is followed by a social (6:00 pm-6:30 pm). Dinner begins at 6:30pm, followed by the Speaker's presentation, Questions &Answers from 7:45 pm -9:00 pm).

Your dues & all of your meal costs are covered by support from (College) & WWAC. You need only reserve a place at each meeting. Reservations & cancellations must be made 24 hours in advance. Dress code is business attire. Our first meeting of the fall session is on (Date).

For more information on WWAC, including Speakers, visit worldworchester.org.

We hope you will enjoy your membership with us, & please let me know if you have any questions. I look forward to meeting you. Meanwhile, I hope you have a wonderful summer.

Students Coordinator
WWAC.

4) Template for a Letter to a Speaker from the Students Coordinator for an In Person Meeting.

Dear,

We are delighted that you will be available for a half-hour session with the Worcester World Affairs Council's student members before your presentation to the general membership on (Date).

We have scheduled the student session for 5:30-6:00 PM. This is an informal session when the Students will ask you questions & learn about how you prepared for your present position. This is followed by a social (6:00 pm-6:30 pm). Dinner begins at 6:30 pm, followed by your presentation, with Questions & Answers from 7:45 pm -9:00 pm). I will be there as well. If you have any questions before then, please be in touch. I look forward to meeting you.

Students Coordinator
WWAC

5) Template for a Letter to a Speaker from the Students Coordinator for a Videoconference Meeting.

Dear,
We are delighted that you will be available for a half-hour session with the Worcester World Affairs Council's student members before your presentation to the general membership on Wednesday, January 12. We have scheduled the student session for 6:30-7:00 PM. This is an informal session when the Students will ask you questions & learn about how you prepared for your present position. I will be there as well. If you have any questions before then, please be in touch. Below is a Zoom link for the session. I look forward to meeting you.

Students Coordinator
WWAC

X. The Technology Advisor.

1) Important Information.

No.		Item	Solution
	Website		
		Host	wix.com

		User name	info457609
		Contact email	info@worldworchester.org
		Site address	https://www.worldworchester.org/
		Site owner	tfdesign@gmail.com
		Domaine name & host	GoDaddy
		Domaine email	info@worldworchester.org
		Username or customer number	22392659
	Renewals		
		worldworchester.org	6.23.2023
		worldworchester.com	11.26.2019
	Payment		
		Credit Card	

2) Responsibilities.

- 1) Website: www.worldworchester.org
- 2) Facebook:
- 3) Twitter: [@WorldWorchester](https://twitter.com/WorldWorchester)
- 4) Receive emails addressed to info@worldworchester.org.
- 5) Forwards communications to the President or others as appropriate. This email address forwards messages sent to one email address, currently the webmaster.
- 6) Maintain WWAC website, www.worldworchester.org/
- 7) Posts information about [Upcoming Events](#) with information about dates & Speakers provided by the Speaker Committee. Instructions for adding & updating new events on the website are provided separately.

- 8) Download lists of attendees who have registered for an event & sending them to the President or others as appropriate. Website reservations are closed on the day of the meeting, but telephone & email reservations may be accepted during that day.
- 9) Enables payments through the website.
- 10) Update [Who We Are](#) page with changes to WWAC leadership team including Directors, Officers & Speakers Committee, Upload headshot photos & insert brief identifiers for each.

- 11) Add recent program schedules to a PDF document with an archive of previous programs:
<https://www.worldworchester.org/Speaker-archive>
- 12) Sets up & checks function of microphones & projectors for each meeting.
- 13) Arranges & tests Audio-Visual equipment before each Council meeting.
- 14) Audio-Visual Equipment
 - a) Before each meeting the physical arrangement of the podium, projector screen, loudspeaker, laser pointer & microphones will be checked.
 - b) A computer (supplied by WWAC or by the Speaker) will be connected to the projector & function checked.
 - c) Batteries in the microphone transmitter & laser pointer will be replaced twice a year.
 - d) Function of the microphones will be checked.
 - e) Volume control on the loudspeaker will be kept at a setting which avoids 'feedback'.
 - f) The podium placement of the computer may be adjusted, depending on the Speaker's plan to use the projector or not.
 - g) If the Speaker has brought a memory stick it should be installed & checked.
 - h) WWAC introductory slides & Incoming Speakers will be checked & the laser pointer function confirmed.
 - i) After dinner & before the meeting starts the Speaker should be fitted with the head-mounted microphone & instructed on turning on the transmitter.
 - j) The Technology Advisor (or designee) should be seated at the corner near the mixer to make any necessary adjustments during the meeting.
 - k) After the meeting the Technology Advisor (or designee) should turn off the battery equipment, mixer & loudspeaker & return the headset, lapel microphones, transmitters & pointer to their appropriate containers.
 - l) Consult with **Tim Furman**, web designer, as necessary for technical issues.
tfdesign@gmail.com, +1-978-697-0047, www.millionsofimages.com/

3) Template for a letter to the Speaker from the Technology Advisor.

Dear -----,

I am very much looking forward to your visit to the Worcester World Affairs Council (WWAC) on ----- . As a follow-up to earlier messages, I am writing to provide further information about links for joining the virtual meeting.

On (date), these components have separate Zoom links:

6:30 pm, meeting with WWAC student members. ----- will send sent a message with the Zoom link.

7:15/7:30 pm, the main WWAC meeting. (Note the meeting begins at 7:00 pm with a brief social time for members as you & the Students make the transition from the other meeting. This is followed by introductions about 7:15 & your presentation begins by about 7:30 pm.)

I have put your name & email address into the Zoom registration system which should have generated an email with the meeting link just for you. If you did *not* receive that message, you should register at this [Zoom registration link](#) to receive the confirmation email & calendar event information.

With your consent, we will record the meeting for members who are unable to attend the meeting. The recordings are only used by members for the month following the meeting & are not posted publicly. Please let us know if you have any questions or concerns.

8:30-8:45 pm, post-presentation social time with WWAC Speakers Committee
[Join Zoom link](#), which I will send separately as a meeting invitation.

For the main WWAC meeting, if there are other people you would like to invite to the meeting, they may also register at the same registration link.

Once you have joined the main meeting, I will make you a co-host so that you can share the screen if you use slides with your presentation. This event will be a Zoom meeting (not webinar) format but all other participants will be muted during the introduction & your presentation. We may have breakout rooms during a brief social time before the formal program begins at 7:15 pm. During your presentation, I will “spotlight” you as the Speaker, so that you or your screenshare takes up the display similar to a webinar.

We will ask participants to put questions in the chat feature of Zoom, while you are speaking or afterward. WWAC President Tej Maini will serve as the facilitator to ask questions from the chat. You may be able to see the questions during your presentation but you are not expected to monitor those while you are speaking.

Please do not hesitate to contact me if you have any difficulty receiving the link to the meeting or have questions about the format.

With best wishes,

Approval.

Approved by the WWAC Board of Directors	
Approved	
	July 11 th , 2023.
Supersedes	January 31 st , 2020.
	July 19 th , 2022