



## Learning Program Committee/Team

This committee/team shall be responsible for developing and scheduling a diverse array of educational and entertainment programming that engage UWP alumni. They will work closely with Alumni Engagement, Communications, Alumni Community, Global Impact, Professional Development, Travel, and Events to directly develop and produce their programs.

### Responsibilities and Duties

#### Primary

1. In partnership with other committees/teams, develop and produce diverse programs, on-line or in-person, such as:
  - a. Critical Conversations, which are conducted in a virtual format, or live at Annual Alumni Week
  - b. alumTalk program, with pre-recorded sessions and webinar-style discussions
  - c. Expression and Jam Sessions conducted virtually and at live alumni events.
2. Produce the events above, and smaller, live in-person programs as part of Annual Alumni Week, and potentially for the European Alumni Meeting.
  - a. Coordinate with local production companies when possible and as needed.
  - b. Provide production support, as needed, for outward-facing meetings of the UWPIAA BOG.
  - c. Provide insights regarding virtual and in-person production tools.
3. Ensure that, although not all events are relevant to all alumni, there is enough diversity of programming that alumni will feel included in Learning Program events. Consider content that will be easily understood by alumni from any era, particularly those whose first language is not English.

#### Secondary

1. Measure and test concepts—existing and new, once the top priorities are sustainable—such as the ‘Bus Date’ and ‘Open Suitcase’ vlog series in collaboration with the Travel Committee/Team.
2. Intermittently survey participating alumni, evaluate and implement feedback and recommendations.
3. Produce a training handbook with technical and procedural information for committee/team and future volunteers.
4. Other duties and responsibilities as assigned.

Volunteers needed: 5-6 + others as needed for specific events.

#### Work Partners

|                   |                      |                          |
|-------------------|----------------------|--------------------------|
| Alumni Community  | Events/Alumni Week   | Professional Development |
| Alumni Engagement | External Relations   | Global Impact            |
| Communications    | Internal Development | Travel                   |



**The Learning Programs Chair is responsible for leading and recruiting committee/ team members, ensuring the above duties and responsibilities are planned and implemented to support the entire organization. Although the Learning Programs Chair does not need to be an expert for all event topics.**

### **Desired Skills and Competencies for the Committee/Team Chair**

- Ability to either facilitate and present information during Learning Program events **OR** the ability to collaborate with other functions/alumni/external experts to find those capable of facilitating and presenting information for applicable learning programs in an objective manner. Subject examples include and are not limited to the support of cultural education, global events, diversity, equity & inclusion.
- Foster a community of inclusion among the alumni, ensuring diversity and equality in offered programs
- Able to recruit and manage a multicultural team
- Some technical or audio-visual production experience
- Knowledge of Zoom or similar online meeting technologies
- Strong verbal and communication skills
- Excellent organizational and planning skills
- Excellent personal engagement skills across cultures and generations
- Self-motivated and positive
- Willing to work across teams and committees to accomplish tasks and meet goals

### **Beneficial Skills and Experience for the Committee/Team Chair**

- Working knowledge of more than one language
- Ability to motivate a team working remotely