

## Agenda – Day 1 – February 23rd

Timing	What	Lead
8:00 – 9:00	<i>Breakfast – Members and Families</i>	
9:00 – 10:00	Opening and Welcome <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Objectives and agenda</li> <li>• Plan your day</li> </ul>	Facilitators
10:00 – 10:30	<i>Break</i>	
<b><i>The Importance of Committees to CUSW</i></b>		
10:30 – 11:30	<ul style="list-style-type: none"> <li>• What National Committees do and why</li> <li>• How you operate and who you work with – a look at your mandates</li> <li>• Show me – Committee highlight</li> <li>• Checkpoint – Committee discussion</li> </ul>	NEB with Facilitators
<b><i>How Committees Develop Their Plans</i></b>		
11:30 – 12:00	<ul style="list-style-type: none"> <li>• What planning looks like for Committees</li> <li>• How planning is done – The planning calendar, and motions and actions</li> </ul>	NCBC with Facilitators
12:00 – 1:00	Lunch	All
1:00 – 2:00	Planning <ul style="list-style-type: none"> <li>• Show Me – Committee highlight</li> <li>• Checkpoint – Committee discussion</li> </ul>	Facilitators
2:00-2:30	Break	All
<b><i>How To Function Well as a Committee</i></b>		
2:30-3:45	<ul style="list-style-type: none"> <li>• The impact of a high-functioning committee</li> <li>• How to do it – the basics of functioning well together</li> </ul>	Facilitators
3:45 – 4:00	Wrap up the Day	Facilitators

## Agenda – Day 2 February 24th

Timing	What	Lead
8:00 – 9:00	<i>Breakfast</i>	All
<b><i>How to Function Well As A Committee</i></b>		
9:00 – 9:30	Saving yourself time and effort by communicating on the CUSW portal	Brandy Cremascoli
9:30-10:30	<ul style="list-style-type: none"> <li>• The basics of functioning well together (cont'd)</li> <li>• Show Me – Committee Highlight</li> <li>• Checkpoint – Committee Discussion</li> </ul>	Facilitators
10:30-11am	Break	All
<b>Morning Working Session</b>		
11:00 – 12:00	<b>Options –</b> Work with your Committee on your own <ul style="list-style-type: none"> <li>• Get help with planning</li> <li>• Get help with your budget</li> <li>• Get help with Convention presentation</li> <li>• Get help with Committee Web Page</li> </ul>	All – support available for all options
12:00 – 1:00	Lunch	All
<b>Afternoon Working Session</b>		
1:00 – 2:00	Working Session- Switch committees if needed	
2:00-2:30	Break	
2:30-3:30	Working Session- Switch committees if needed	
3:30 –4:00	Lessons Learned and Next Steps	Facilitators