

## **Tuesdays with Friends (TWF)**

### Mission

To provide an opportunity for members to meet off-site, discuss subjects of interest, and to enjoy light refreshments. On three Tuesday afternoons each semester, the Tuesdays With Friends Committee, a committee of six, sponsors casual [small-group get-togethers](#) featuring talks presented and hosted by IRP members.

### Committee Activities:

- Seeks and identifies speakers and hosts for TWF events.
- Meets several times each semester to evaluate proposals and determine speaking agenda for the coming semester.
- Plans and schedules events during the semester, coordinating the calendar with other IRP committees and events to avoid scheduling conflicts.
- Publicizes the program to the general membership and enrolls attendees. Provides follow-up reminders and maintains a waiting list for each program from that list as indicated.
- Assists the speaker in developing his/her presentation to focus the talk and keep it within the allotted time.
- Coordinates ordering and delivery of refreshments with the IRP office
- Communicates with the hosts to clarify their responsibilities, i.e., set-up, seating, light snack, etc.
- Ensures that guests are welcomed and are introduced to other members.
- Attends events and acts as the interface with either the host or speaker. The speaker liaison introduces the speaker, monitors the presentation ensuring that it remains on track, and elicits discussion as needed. The host liaison assists with set-up, cleanup, and attendance.
- Follows up with thank you notes to speakers and hosts.

### Desirable skills include the ability to:

- Network with IRP members to identify speakers and hosts.
- Work with speakers to develop and structure an interesting and informative presentation.
- Encourage discussion and social mingling at events.
- Communicate programs, promote enthusiasm, and enroll members for events.
- Use simple online software and spreadsheets.

### Committee Selection Process:

The Committee has six members. Potential members are interviewed by current members and chosen in consultation with the Committee Chairperson.

Announcements of openings for Committee membership, along with instructions on how to apply, are posted in the IRP Observer.