

PROGRAM COMMITTEE: INTEREST GROUP APPROVAL GUIDELINES

Approvals of CALL Interest Groups are generally the responsibility of Interest Area Coordinators. The following guidelines are offered to enable Coordinators to make decisions that are in the best interests of the Calgary Association of Lifelong Learners.

Guidelines

1. The approval process starts with a desire to offer an Interest Group to the CALL membership. The Coordinator, in conversation with the prospective Facilitator(s), determines the broad parameters of the idea with a view to taking a good idea and turning it into an Interest Group. The following could serve as “think- abouts”:

- What is the purpose and theme or topic of the proposed Interest Group? Is the purpose clear? Is the theme or topic clear?

- Is the idea feasible? Does it have the potential to be of interest to members? Does it duplicate a currently operating group(s)? Does it add balance to the Interest Area portfolio? Is it based on a clear vision?

- What are the anticipated outcomes of the group? How will members benefit by joining this group?

- Are the fundamental details thought through? Who would participate? When would it be held? Where would it be held? Are the expectations for potential participants reasonable and clear?

- Are there any immediate concerns about conflict with CALL policies or practices regarding nondiscrimination, advertising or “brokering” or conflict of interest (fiscal gain to a

business)?—

2. The next step is to work with the prospective Facilitator(s) to create and review the ***CALL Interest Group and Web Posting*** form to determine if the details captured on this document provide the information needed to make the approval decision.
3. □ If the decision to approve an Interest Group is challenging, the Coordinator should contact one of the Co-Chairs of the Program Committee and discuss the proposal with him/her.
4. If the decision to approve an Interest Group seemingly breaks new ground, the group proposal should be placed on the agenda of the Program Committee for review.