

## REVIEW PROCESS

### PROGRAMMING COMMITTEE REVIEW

### MONTHLY

- At each meeting, the Programming Committee will select some programs for review. During the year every program will be covered.
- A Committee Member is assigned to each program review to report back at the next meeting.
- At the next meeting, the committee will meet and discuss their findings.

### PROVIDE FEEDBACK & RESOVLING ISSUES

- Presenters will receive an e-mail after the review to provide some feedback on their program from the Committee.
- If additional training or assistance is required:
  - The training team will arrange 1-on-1 assistance with the program.
  - General issues will be addressed by member e-mails and / or presenters meetings.
  - Training requirements referred to the training team to address
- All feedback will be constructive, balanced and fact based.
- Any issue that required disciplinary actions needs to be referred to the board for action.