



Driver Safety Program
Defining Meeting Types
Definitions and Policies for 2011

National Meetings

Definition:	Top most level of meeting structure for DSP program. This is the starting point for strategic planning and communication.
Frequency:	Two times a year
Core Attendees:	10 Regional Coordinators and National Office staff
Key Purposes:	<ol style="list-style-type: none"> 1. Strategic planning 2. Goal setting and monitoring 3. Budget 4. Policy review 5. Promotion and marketing 6. Program operations 7. Curriculum development 8. Product development
Duration of Stay	1-2 nights authorized
Approvals:	Meeting and logistics arranged by National Office staff. Approval by DSP Director.
Possible Costs:	Overnight rooms, mileage/travel, breakfast/lunch/dinner (as needed), and meeting space if the AARP State Office is not available.

Regional Meetings

Definition:	Top most level of meeting for DSP program within the volunteer structure.
Frequency:	Once annually
Core Attendees:	Regional Coordinator and State Coordinators in that region. Regions can combine meetings. Some meetings may also include the Chief Trainer and/or Trainers.
Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National Office (i.e. policy changes, forms, procedures) 2. Concerns and problems with material, class, participants, etc. 3. Achievements and best practices 4. Plans for region and state involvement 5. Round table discussion 6. Problem resolution 7. Promotion and marketing 8. Interfacing with AARP State Office staff 9. Development of trickle down communication strategy following state, zone, district and training meetings 10. Goal setting, monitoring and future planning
Duration of Stay	1-2 nights authorized
Approvals:	<p>Meeting and logistics arranged by Regional Coordinator after notification to Gia DiMuzio at the National Office.</p> <p>Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.</p>
Possible Costs:	Overnight rooms, mileage/travel, breakfast/lunch/dinner (as needed), and meeting space if the AARP State Office is not available. Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.

State Meetings

Definition:	Follow-up to the regional meeting, moves determined methodology of leadership to operations side of DSP program and initiates action.
Frequency:	Once annually - preferably piggy-backed with conclusion of regional meeting.
Core Attendees:	State Coordinator (Chairperson), Deputy State Coordinators and Zone Coordinators. District Coordinators, Chief Trainer, Trainers, Telephone Coordinator and/or Marketing Specialist with discretion. "Instructor of the Year" attendance with approval by the State Coordinator.
Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National Office (i.e. policy changes, forms, procedures) 2. State Office staff – what is going on in the state and staff introduction 3. Speakers relative to program, i.e., ITD Drivers Services, State Patrol 4. State law/code changes and how they affect drivers. 5. Recruitment - participants, hosts and volunteers 6. Budget and financial 7. Program methodology and improvement – scheduling, marketing, best practices, etc. 8. Promotion and marketing 9. Recognition – year pins, etc. 10. Concerns and problems with material, class, participants, etc. 11. Reports from DSCs, CT and DCs on special projects, i.e., insurance discounts. 12. Goal setting, monitoring and future planning
Duration of Stay	1-2 nights authorized
Approvals:	Meeting and logistics arranged by State Coordinator with approval from the Regional Coordinator. Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.
Possible Costs:	Overnight rooms, mileage/travel, breakfast/lunch/dinner (as needed), and meeting space if the AARP State Office is not available. Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.

Zone Meetings

Definition:	Meeting that feeds off of information covered in the state meeting, continues the action focus of the plans formulated in the regional meeting.
Frequency:	One per zone in each state. Additional meetings require advance approval by the State Coordinator.
Core Attendees:	Zone Coordinator, District Coordinators and Instructors from that zone.
Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National, i.e. policy changes, forms, procedures. 2. State Office staff – what is going on in the state and staff introduction 3. Speakers relative to program, i.e., ITD Drivers Services, State Patrol. 4. State laws/code changes and how they affect drivers 5. Promotion and recognition – year pins, etc. 6. Concerns and problems with material, class, participants, etc. 7. Reports from ZCs and DCs on special projects, i.e., insurance discounts 8. Recruitment - participants, hosts and volunteers
Duration of Stay	1 night authorized if traveling over 50 miles.
Approvals:	Meeting and logistics arranged by Zone Coordinator with approval from the State Coordinator. Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.

Possible Costs:	Mileage, lunch and possible dinner dependent upon meeting duration. Possible overnight on discretionary basis (pending approval). Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.
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District Meetings

Definition:	Further dissemination of content from leadership meetings for usage in field practices and activity. Crucial feedback from the field needs to be communicated to leadership as needed.
Frequency:	One per District in each state. Additional meetings require advance approval the by State Coordinator.
Core Attendees:	District Coordinator and Instructors from that District.
Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National, i.e. policy changes, forms, procedures 2. Speakers relative to program, i.e., ITD Drivers Services, State Patrol 3. State laws/code changes and how they affect drivers 4. Promotion and recognition – year pins, etc. 5. Concerns and problems with material, class, participants, etc. 6. Local planning 7. Reports from DC on special projects, i.e., insurance discounts. 8. Roundtable discussions
Duration of Stay	1 night authorized if traveling over 50 miles.
Approvals:	Meeting and logistics arranged by District Coordinator with approval from the State Coordinator. Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.
Possible Costs:	Lunch and mileage. Possible overnight on discretionary basis (pending approval). Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.

Zone/District Meetings

Definition:	Combined application of zone meetings and district meetings. Geared towards usage by smaller state/territories.
Frequency:	One per zone/district in each state. Additional meetings require advance approval by the State Coordinator
Core Attendees:	District Coordinator and/or Zone Coordinators with Instructors
Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National, i.e. policy changes, forms, procedures. 2. Speakers relative to program, i.e., ITD Drivers Services, State Patrol 3. State laws/code changes and how they affect drivers. 4. Promotion and recognition – year pins, etc. 5. Concerns and problems with material, class, participants, etc. 6. Reports from ZCs or DCs on special projects, i.e., insurance discounts 7. Local planning 8. Roundtable discussions
Duration of Stay	1 night authorized if traveling over 50 miles.
Approvals:	Arranged by District or Zone Coordinator with approval from the State Coordinator. Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.
Possible Costs:	Lunch and mileage. Possible overnight on discretionary basis (pending approval). Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.

Trainers Meeting

Definition:	Geared towards larger states with multiple volunteers and Chief Trainer positions. Annual meeting conducted by Chief Trainer and focuses on training techniques and methods.
Frequency:	As needed (determined by the Chief Trainer in consultation with the State Coordinator).
Core Attendees:	Chief Trainer(s), Trainers, and possibly State Coordinator.
Key Purposes:	<ol style="list-style-type: none"> 1. Course content and program structure 2. Instruction methodology 3. State laws/code changes and how they affect drivers 4. Administrative process and procedures (course close-out, reimbursement process, etc.)
Duration of Stay	1-2 nights authorized
Approvals:	Meeting and logistics arranged by Chief Trainer, with approval from the State Coordinator. Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.
Possible Costs:	Mileage and possibly lunch. Possible overnight on discretionary basis (pending approval). Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.

Instructor Candidate Training Session

Definition:	Training Session provided for new Instructor Candidates or those in need of a refresh on training after incident or time away from program. Task of the Chief Trainer to regulate.
Frequency:	As determined by the Trainers. Must abide by National policy and state regulation.
Core Attendees:	Trainers with Instructor Candidates
Key Purposes:	<ol style="list-style-type: none"> 1. Course content and program structure 2. Instruction methodology 3. State laws/code changes and how they affect drivers 4. Administrative process and procedures (course close-out, reimbursement process, etc.)
Duration of Stay	1-2 nights authorized
Approvals:	Meeting and logistics arranged by Chief Trainer, with approval by the State Coordinator. Approval signatures for contracts must be coordinated with Gia DiMuzio at the National Office.
Possible Costs:	Mileage and possibly lunch. Possible overnight on discretionary basis (pending approval). Direct bill can be arranged through Gia DiMuzio at the National Office for costs of \$500 or more.