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Dear \_\_\_\_\_ :

Thank you for agreeing to serve as chairperson of the Do The New committee. I trust you will look on this additional duty as an honor.

You are responsible for the overall success of the Do The New program. You will call and facilitate committee meetings, and provide a brief, written, monthly progress report to me throughout the year.

As a DTN committee member, you will review each idea submitted and participate in selecting the winners and rewards. It may be necessary to expand the number of winners to four or decrease them to one or two. That is your call. Also, it will be your job to evaluate the overall program and bring to my attention any changes in our organization which you feel would be helpful once you have had the chance to consider all the dynamics and the input.

Toward the end of the contest year, please let me know if you feel we should instigate another contest or begin a continual improvement program but not an in-house contest.

Because of your role as a leader in this program, you are not eligible to enter the Do The New contest. However, your hard work as a member of the DTN committee will be rewarded.

I am confident you will excel in your role as our Do The New chairperson.

Sincerely,

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Dear \_\_\_\_\_ :

Thank you for agreeing to serve as communications subcommittee chairperson for the Do The New program. Your special role is tailored for someone who likes people and is sensitive to their feelings. I know you will do a great job.

First, you will encourage all employees to submit ideas and insights. There will be those who need extra encouragement. When all idea and insight submission forms are in, see that a copy of each one is made for all DTN committee members.

As a DTN committee member, you will attend DTN meetings, review each idea submitted, and participate in selecting the winners and rewards. Also, you will serve as recording secretary for the DTN meetings and provide minutes of the meetings to the DTN committee members within a few days following the meeting.

At the end of the year, please survey all employees to discover their input and feelings on the DTN program and give the results to DTN chairperson.

The other members of the Do The New Committee are:

\_\_\_\_\_, chairperson

\_\_\_\_\_, rewards subcommittee chairperson

\_\_\_\_\_, implementation subcommittee chairperson

Feel free to name subcommittee members as needed. Please contact me if I can answer any questions.

Sincerely,

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Dear \_\_\_\_\_ :

Thank you for agreeing to serve as implementation subcommittee chairperson for the Do The New committee.

A Harvard professor, Theodore Levitt, made this distinction, "Thinking of ideas is creativity; implementing them is innovation." Until ideas are implemented, our company isn't really doing the new. We are looking to you to take us from being creative to being innovators. How? I am confident that you will apply your excellent management instinct and skills, and do the right thing.

Officially, your special role begins after the contest winners are announced, however as a DTN committee member, you will also attend DTN meetings, review each idea submitted, and participate in selecting the winners and rewards.

Also, you will submit a brief, written report to the DTN Chairperson following selection of the winning ideas monthly up to the beginning of a new year, and thereafter to me on a quarterly basis for two years if it seems necessary. It is not necessary for you to be directly involved in the implementation process but only to set it up for each of the three winning ideas. Feel free to name subcommittee members as needed.

Because of your role as a leader in this program, you are not eligible to enter the Do The New contest. However, your hard work as a member of the DTN committee will be rewarded.

The other members of the Do The New Committee are:

\_\_\_\_\_, chairperson

\_\_\_\_\_, rewards subcommittee chairperson

\_\_\_\_\_, communications subcommittee chairperson

Please contact me if I can answer any questions. I know you will do a great job.

Sincerely,

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Dear \_\_\_\_\_ :

Congratulations! You have the fun and stimulating task of organizing rewards and awards for our people who enter the Do The New contest.

Over the next two months, you must evaluate how to reward the first place, second place and third place winners, and how to thank anyone who contributes an idea or insight. Your involvement in this aspect of our innovation quest will have lasting and dramatic effects on the company.

Among the possible ways to reward or thank people, consider the following...

- Cash bonus
- All expense paid vacation trip
- All expense paid trip to important industry conference
- Membership in a professional organization
- Promotion
- Raise
- A key assignment or involvement in one
- Improved work area
- Better equipment
- A course paid for by the company
- Framed certificate of thanks or recognition
- Gift
- Words of praise

By contacting appropriate suppliers, you will determine how much any of these would cost the company. Then you will recommend to the DTN committee which rewards and awards would be appropriate. Your recommendations, of course, will be influenced by how much profit the winning ideas would generate.

Also, you are responsible to organize the official ceremony for presentation of the rewards and awards and to purchase or coordinate the items given. Be creative! Have a good time planning to reward all participants. Feel free to name as many subcommittee members as needed.

As a DTN committee member, you will also attend DTN meetings, review each idea submitted, and participate in selecting the winners.

You are not eligible to enter the Do The New contest because of your role as a leader in this program. However, your hard work as a member of the Do The New committee will be rewarded.

The other members of the Do The New Committee are:

\_\_\_\_\_, chairperson

\_\_\_\_\_, communications subcommittee chairperson

\_\_\_\_\_, implementation subcommittee chairperson

Thank you for serving as our Rewards Subcommittee Chairperson for the Do The New Committee. Please contact me if I can answer any questions. I know you will do a great job.

Sincerely,

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