



Officer Handbook

President

The President is the head of the WCC Board and responsible for overseeing the Board of Directors positions and committees. Standing Committees Annual Fundraiser, Budget, By Laws, Marketing, Outreach and Technology. There are specials committees which are Grant, Historian, Hostesses (Greeters at meeting and events), Installation, Inspirations, Lifetime Achievement Awards, and Queen of Hearts (A queen is responsible for this committee). The President can appoint any other specials committees as deemed necessary.

At the beginning of the term the President will appoint individuals to the above committees. Committee responsibilities will be clarified to each committee member. In June there should be a planning meeting for the current year. The President will come up with a motto/theme of her choice for the year. At the planning meeting the President will lay out the date of the yearly fundraiser, the date of the first fundraising meeting and anything else that needs planning. The President will ask the membership committee to give a list of the kinds of membership events they will have during the year.

Any records that are not financially related will be in the custody of the President and handed down from one President to the next.

The President presides over all board and general meetings. The President should arrive early for each general meeting. At each meeting she will provide copies of an agenda for the meeting to all attendees. The President will send out to the Board the minutes from the previous month's board and member meetings for their review and corrections in advance of the current month board meeting. (The Secretary can also do this) All motions should follow Roberts Rules of Order. A board meeting is held once a month on a day of the board's choosing and all general meetings are held on the third Thursday of the month. Board meetings can be either in person or on Zoom, which WCC has a subscription to.

The president will work with the general meeting venue regarding all arrangements and will provide the venue with the attendance account as agreed upon.

The Women's Chamber pays for a membership to the Greater St. Petersburg Area Chamber of Commerce and the President acts as the liaison. WCC receives emails from the Chamber with upcoming events and share in our newsletter those that are of interest to our membership. Many of the events are good networking opportunities. Our events can be posted to their calendar.

The VP Membership and President work closely to maintain accurate membership records. The Treasurer sends out notifications of members joining on the website. The President should send out a welcome email upon receiving this notification. The notification form will be put into a file for cross referencing.

The grant form applications will come to the President from the website. New application instructions with new criteria have been added to website. These applications should be stored in a file until it is time to review them for selection. The President or designated committee chair will choose five-seven members to be on the committee. Typically, the committee will meet in August and the recipients are notified no later than Sept. 15. The committee is encouraged to research the recipients before the meeting.

The first scheduled fundraiser meeting should be in July. At this time the President will name all the fundraising committee chairs and explain their duties. A duties sheet with description will be given out along with a timeline sheet for the event. It is recommended to have monthly meetings at the beginning and at 6 months before the event to have bi-weekly meetings.

In January the President will choose a Nominations Chair for acquiring board members for the next year. Two nomination members will be voted on from the Board and the other two from the General Membership in February.

At the last meeting of year the President will give a summary of the events of the year.

VP Programs

The VP Programs will preside at board meetings and general meetings in the absence of the President. The 1st VP will perform such other duties as requested by the President and/or Board of Directors.

The VP is in charge of finding speakers who are interesting to our membership with a mix of nonprofits and others who are not nonprofits. The list of speakers will be approved by the President.

Each month we feature a member spotlight to promote our membership and let us get to know them. The VP Programs should schedule **3 months** out for all speakers so that it can be put on our website.

The VP Programs should send a thank you note to each speaker to thank them for their time and let them know how much we enjoyed having them.

VP Membership

The VP Membership will preside in the absence of the President and VP Programs and perform any duties as requested by the President and/or Board of Directors.

The VP Membership will work with the Technology Committee in regards to Wild Apricot for adding members and removing members who have not paid their annual dues. Keeping an accurate record of membership.

At each general meeting the VP Programs will provide a visitor sheet for those who come to visit our meeting. After the meeting, the VP Programs will send an email thanking them for attending.

We have a MailChimp account presently. It stores all of our members 'and non-members 'email information. The VP Membership will work with the

newsletter editor to determine who will update MailChimp with new members or non-members who want to be on the friends list.

The VP Membership will be in charge of planning WCC events throughout the year for members and non-members. The type and frequency of these events should be agreed to at the planning meeting. The events recruiting and educational events

For each monthly newsletter the VP Membership will provide a list of new members for recognition as well as a list of any events that have been planned.

Recording Secretary

The Recording Secretary will record all minutes from the organization. These include Board Minutes and General Meeting Minutes. The minutes will be sent to the President for review within one week of the meeting. The President will respond with any corrections. The Secretary will maintain access to all approved minutes for the current year for easy access during board meetings. See the attachment for more detailed guidance on duties. See Recording Secretary Notes in last pages of this document.

Corresponding Secretary

The Corresponding Secretary is in charge of sending messages of condolence and cheer. The Corresponding Secretary will send any special meeting notices of the Board of Directors to its members who do not have or use email. A printable version of our newsletter will be sent to any member who does not use email. The Corresponding Secretary may be asked to do other types of correspondence if needed.

Treasurer

The Treasurer is the custodian of all financial records and funds. All bills are paid upon receipt of invoice and approval of the President. The Treasurer receives dues and any other monies that are deposited in the bank selected by the Board of Directors.

The Treasurer will reconcile bank statements and prepare monthly financial reports which are sent to Board for review. These reports include revenues and expenses for the report period and year to date, the statement of financial position and the bank balance as of the date of the report. An itemized list of monies received and disbursed are kept.

Any bills that come in can be approved by the by the President as well as the VP Programs and VP Membership. Email all three when making a check request. Monthly bills do not need an expense voucher.

A budget for the upcoming fiscal year will be prepared for the budget committee for review and approval. Once approved the Treasurer will make any changes and present it to the Board at the April Board meeting and then to the membership at the April general meeting.

At the last meeting, the Treasurer will deliver an annual report for the fiscal year.

The Treasurer will comply with all IRS requirements including preparing and filing Form 990 along with the Solicitations of Contributions Application.

Asst. Treasurer

The Asst. Treasurer must be familiar with duties of the Treasurer. In the absence of the Treasurer, the Asst. Treasurer presides and performs such duties as requested by the President and/or Board of Directors.

At each general meeting the Asst. Treasurer is in charge of the 50/50. Once the money is counted half will go to the winner and half to the organization.

The Asst. Treasure is responsible for finding an Auditor to review our books for the year.

Directors

There are up to five Directors on the Board. Director standing chair responsibilities will be assigned by the President.

The following Standing Committees will be assigned to the current Directors.

Annual Fundraiser Committee: If a Director feels they are not qualified to Chair the fundraiser an alternative person or persons can be appointed by the President.

- Plan event to raise funds
- Set date
- Secure a location
- Determine event budget
- Solicit sponsors and vendors
- Prepare marketing materials
- Assign responsibilities for set up, conduct of the event and cleanup

Budget Committee:

- Prepares budget for approval by the membership.

Bylaws Committee:

- Review the bylaws along with the policies and procedures annually
- Will determine any necessary changes and coordinate all proposed changes.

Marketing Committee:

- Responsible for creating awareness to the WCC mission, programs and membership benefits.

- Ensures the platform remains relevant to our target audience.
- Review and update the brand platform when needed.
- Includes developing content for the website, any WCC social media platforms, TV and print news media which includes the newsletter. This includes putting our monthly meetings and events on the St. Pete Chamber of Commerce calendar in the member section.

Outreach Committee:

- Reach out to members who have not attended meetings periodically.
- Will work closely with VP Membership and Technology Committee.
- Reach out for any other reason's the board requests.

Technology Committee:

- Over sees the development and implementation of technology.
- Website, e-communications, social media, and other software that supports the operation of WCC
- Includes members-only area (Wild Apricot) which houses governance documents, logos and member directory.

The Directors may be assigned to one of the special committees which include: Grant, Historian, Inspirations, Installation, Lifetime Achievement Awards, and Queen of Hearts.

Notes for the Recording Secretary

The roll call for each Board meeting would be as follows:

- President
- 1st VP Programs
- 2nd VP Programs
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Asst. Treasurer
- Parliamentarian
- Director
- Director
- Director
- Director
- Director

The minutes would always state who was present and who was not and if a quorum was established.

The minutes would have paragraphs for the topics on the agenda, for example,

- Roll Call
- Minutes
- Financials
- Member Spotlight/Speakers
- Membership
- Unfinished Business
- New Business

WHAT MINUTES SHOULD CONTAIN

The proceedings of a meeting are usually called the *minutes*, the *record* or the *journal*. It should show what was done, **not** what was said. The record should be accurate for it is the legal record of the meeting. In general, the minutes should show the following:

First Paragraph

1. The kind of meeting - *regular, special, annual, or adjourned regular*.
2. Name of the organization
3. Date and place of the meeting and hour
4. The fact that the President and the Secretary are present, or in their absence the names of their substitutes.
5. State whether the minutes of the previous meeting were *read, approved as read, approved as corrected, or their reading postponed*.

Second Paragraph

1. Reports of officers
2. Treasurer's report just showing the balance as of a certain date. And, that the report was filed (when the Audit Report is made, it must be approved).

Continue with the Business

1. State all the **MAIN** motions (except those withdrawn) and points of order and appeals, whether they were sustained or lost.
2. All other motions that were not lost or withdrawn. Withdrawn motions are never written in the minutes.
3. Generally the name of the **maker** of the motion, but **not** the one who **seconded** the motion.
4. Name the committees that report and actions taken on their proposals.
5. Important dates and announcements.
6. In elections, record the full report of the tellers.
7. Record all committee and delegate appointments or elections.
8. Write brief and concise minutes *without the* opinions of the secretary.
9. State the time of adjournment, signature of the secretary, or the secretary pro-tem, and date of approval.

DO'S AND DON'TS ON WRITING MINUTES

- DO use a copy of the agenda as a guide in taking minutes and to help write them.
- DO record the **name** of the mover, but **not** the seconder of motions.
- DO record the **names** of all officers and committees from whom reports are received in the meeting and only the most pertinent facts of these reports.
- DO request that all *main motions* and *amendments* be **written**, then file these copies of the motions with the secretary's notes.
- DO record all lost motions as well as those which are adopted.
- DO record the names of persons appointed to committees and of members elected to office. Also notify them of their appointment or election unless this duty is assigned to another.
- DO record the number of votes on each side of a vote by ballot or in a counted vote. Include the full text of the teller's report unless directed to do otherwise by the assembly.
- DO write the minutes as promptly as possible after a meeting and send a copy to the President. Call unfinished business items to the President's attention.
- DO prepare a summary of the Executive Committee/Board meetings and be ready to report recommendations to the membership meeting. Be ready to read a summary and to move the adoption of any motions recommended by the EC/Board. Make a copy for the President and keep a copy for the secretary's file.
- DO take the following to every meeting: the minute book; a copy of the bylaws and the standing rules; a list of officers, chairs, committee members; any other records that may be needed in the meeting; a copy of *Roberts Rules of Order Newly Revised*.
- DO be specific when recording corrections in the minutes. Record the date, page and line in the minutes of the meeting in which the correction was made.
- DO send a copy or a summary of the minutes the President.
- DO issue notices of meeting and write correspondence as required.
- DON'T record discussion unless directed to do so by the assembly and DON'T record personal opinions.
- DON'T record main motions or any subsidiary motions which are *not stated* by the chair.
- DON'T record motions that are withdrawn.
- DON'T record an entire report in the minutes unless directed to do so by the assembly (if report is long and minutes are to be mailed, they might state: "report attached to original of these minutes.")
- DON'T include "Respectfully submitted" at the close of the minutes.

DON'T forget to sign the minutes and to initial them after approval.