

# **WOMEN UNITED FLAGLER** **POLICIES AND PROCEDURES**

November 16, 2016

## **ARTICLE I – NAME**

Effective January 1, 2017, the Chapter formerly known as the United Way of Volusia Flagler Counties' **Women's Initiative of Flagler County (WIF)**, will be known as **Women United Flagler (WUF)** as reflected in this Policies and Procedures document.

## **ARTICLE II – OBJECTIVES**

The objectives of the Chapter are to provide a functional organization dedicated to the growth and development of the Chapter and to engage and involve women of all ages and backgrounds to find solutions that create measurable change in the Flagler community and impact issues that matter the most to women.

By raising voices, resources and leadership, women are at the leading edge of a new era in philanthropy: *The Era of The Power of the Purse*. Local women come together to create positive, long-term change in the lives of women and children by focusing on root causes and pooling resources to increase our impact.

The funds raised through the WUF go to help women and children above and beyond the normal activities of the United Way with 80% being allocated by WUF to support Flagler County programs and 20% going to the United Way Community Funds.

## **ARTICLE III – MEMBERSHIP**

**Section 1.** Membership in WUF shall be open to all adults, female and male. Prospective members must be 18 years of age or over. There is no residency requirement.

**Section 2.** How to become an active member:

- Pay annual dues of \$50 or are a current member of The Board.
- Dues are for membership commencing on Jan 1 and ending on Dec 31.
- Dues are not prorated.
- All members shall complete a membership application form.
- All others who would like to support and be involved will be considered '**Friends of Women United Flagler**' and will be invited to attend and support WUF activities and events.

**Section 3.** Benefits of Membership

- Active members will be listed on the United Way of Volusia Flagler Counties' website;
- Listed on social media channels in periodic member spotlights;
- Highlighted during the Power of the Purse;
- For those active members completing a bio, it will be placed on the United Way of Volusia Flagler Counties' website along with a link (if applicable) to their place of employment.

#### **Section 4. Privileges**

- Active WUF members shall have all rights and privileges of the Chapter, are authorized to chair any committee, and can hold elected office.

#### **Section 5. Applicants for membership must accept these Policies and Procedures.**

### **ARTICLE IV – EXECUTIVE BOARD**

**Section 1.** The Executive Board shall be the President, Vice President, Secretary, Treasurer and chairpersons of all committees. They shall collectively be known as The Board.

**Section 2.** The Board shall fill any vacancy in the office of Vice President, Secretary or Treasurer occurring between the period of elections.

**Section 3.** The Board shall meet every other month and whenever deemed necessary.

**a. President:** The President shall be the Chairperson of The Board and shall preside over all meetings of The Board and general membership meetings, as well as the Social events. The President must have served as the Chair or officer for a minimum of one year.

Responsibilities include:

- Preside at all meetings of WUF;
- Act as the representative of WUF to the public;
- Review and approve policy and program proposals, and present them to the President of the United Way;
- Coordinate and oversee the responsibilities of committee chairs of WUF. Ensure duties are being accomplished in a timely manner;
- Communicate and partner with the President of the United Way and the Board of Directors regarding organizational matters;
- Report to the President of the United Way and the United Way Board of Directors regarding the performance of WUF as it relates to the United Way;
- Oversee budget and WUF.
- Coordinate the WUF Woman of the Year selection process and conduct a Board special meeting to evaluate and select the Woman of the Year.

**b. Vice President:** The Vice President shall be the President Elect and assist the President in the execution of her office.

Responsibilities include:

- Assume the duties of the President in the event of her absence, resignation or inability to act;
- Assume the President position at the completion of her term;
- Notify the President prior to the end of the Presidents' term if she is unable to assume the duties of President;
- Act as the Parliamentarian and shall advise the President concerning rules for the conduct of business. She shall resolve the propriety of the procedures of motion;
- Act as a greeter to all meeting attendees at WUF meetings;
- Maintain a current membership roster using a Membership Information Sheet;
- Administer and maintain a sign-in sheet for WUF meetings.

**c. Secretary:** The Secretary shall keep the records of all meetings of The Board, general membership meetings and Social Events of the general membership. The Secretary shall help maintain the WUF annual calendar in conjunction with United Way staff.

**d. Treasurer:** The Treasurer shall keep an accurate account of all funds received, submit the deposit of such funds to the United Way of Volusia Flagler Counties and monitor all disbursements. The Treasurer shall present a written report of the finances of the Chapter at each Board Meeting of the membership.

**Section 4. Committees:** Committee Chairpersons shall be appointed by the President. The function of each committee chairperson shall be to formulate and execute plans for the current year with the approval of The Board and to assist the President in carrying out her duties.

**a. Social Chairperson:** It shall be the duty of the Social Committee to plan and coordinate the Power of the Purse, as well as other special events for WUF.

Responsibilities include:

- Coordinate, organize and plan all activities associated with the Power of the Purse;
- Secure support by way of sponsorships, endorsements, underwriting, and financial commitments for WUF events;
- Partner with the Marketing Committee to develop the materials for the Power of the Purse and market the event through various media channels;
- Establish recruitment/outreach proposals and activities for inclusion of “at-home women”, retirees and other volunteers.
- Partner with the Marketing Committee to promote all other WUF events through various media channels.

**b. Marketing and Public Relations Chairperson:** It shall be the duty of the Marketing/PR Committee to oversee and deliver the WUF “message” to the community.

Responsibilities include:

- Establish a marketing plan which educates potential members as to the goals of WUF as they relate to United Way mission;
- Produce monthly newsletters and implement other communication tools as necessary;
- Work closely with United Way Vice President to ensure correct branding and coordination of the messaging;
- Provide input and help to develop all marketing materials for WUF.
- Work with the Socials and Community Engagement committees to develop and implement a marketing plan for all WUF events.

**c. Community Engagement Chairperson:** It shall be the duty of the Community Engagement Committee to plan and coordinate WUF’s involvement in volunteer activities within our community.

Responsibilities include:

- Chicks with Cans Spring and Fall food drive coordination;
- Identify and select activities requiring volunteers within the community that:
  - are based on issues important to women and children;
  - WUF will support throughout the year;

- Secure volunteers from WUF for the selected events, including but not limited to: “Day of Action”, “Make a Difference Day”, and Martin Luther King Day of every year.
- Coordinate, organize and plan all WUF volunteer activities;
- Act as the liaison between WUF and the agency that is requiring assistance;
- Establish recognition for those going above and beyond throughout the year.

**d. Fund Allocation Chairperson:** It shall be the duty of the Fund Allocation Committee, in coordination with the United Way's staff, to administer the fund allocation process for WUF. Responsibilities include:

- Schedule and conduct quarterly meetings to review grant applications;
- Prepare grant summaries to present to The Board for approval;
- Submit Board approved grants to United Way Volusia Flagler Counties staff;
- Coordinate the presentation of checks to the awarded agencies;
- Participate in the allocation process with United Way Volusia/Flagler.

**e. Ex-officio:** The past President is the Ex-officio member of The Board. In this capacity she will serve as advisor to the President, and any other capacity as directed by the President.

## **Article V. TERMS AND EXPECTATIONS**

**Section 1. Term of Office:** The Board term of office shall be for one year commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

**Section 2. Expectations:** Expectations of The Board are as follows;

- Complete all duties as outlined under each role.
- Actively participate in the coordination and implementation of the Power of the Purse;
- Attend all WUF meetings;
- Participate in WUF Socials and Community Engagement events.

**Section 3. Responsibilities:** Responsibilities of The Board are as follows;

- Periodically review and update the WUF strategic plan and associated policies;
- Connect with the community and understand vital community issues/needs;
- Serve as a liaison to community agencies and others;
- Educate the community on vital community issues/needs;
- Establish recognition and awards programs for those making special contributions throughout the year.

## **ARTICLE VI – NOMINATIONS AND ELECTIONS**

**Section 1. Nominations:** At the November Board Meeting, The Board shall review, determine and appoint one person each for the offices of President, Vice President, Secretary and Treasurer. Nominees must be an active member or ‘Friend of Women United Flagler’ to be considered for nomination. All members will be notified of the upcoming election prior to the November Board Meeting.

**Section 2. Chairperson Appointment:** WIF President will have until the end of December to appoint Committee Chairpersons and announce these selections to all WUF members.

## **ARTICLE VII- MEETINGS AND QUORUM**

**Section 1.** The Board shall meet as designated by the President, Vice President or Secretary. A quorum for the transaction of business shall consist of a majority of the members of the Board. Board meetings are open to all members and friends to attend and make comments and ask questions. Only members of The Board have voting rights for policy, procedure and major issue modifications within WUF at Board meetings.

## **ARTICLE VIII – FINANCE**

### **Section 1. Membership Dues**

- Dues will not be prorated.
- Board members are strongly encouraged to pay the annual dues fee of \$50, however, due to the roles and responsibilities associated with their positions, and the annual time commitment, they are not required to do so.

### **Section 2. Expenditures**

- All expenditures shall be approved by The Board and documented.

### **Section 3. Accountability**

- All monies shall be deposited in the name of United Way of Volusia Flagler Counties or Women United Flagler and shall be strictly accounted for and controlled by the Treasurer with the approval of The Board.
- The Chapter shall not be held liable for any claims incurred by a member or group of members unless specifically authorized in advance by The Board. Claims not so authorized shall be the sole responsibility of the individual or individuals.

**Section 4.** The year shall be from January 1 through December 31.

## **ARTICLE IX - AMENDMENTS**

**Section 1.** These Policies and Procedures may be amended by a majority vote of The Board. These Policies and Procedures shall be reviewed every year by the Board.

Policies and Procedures approved by The Board on November 16, 2016

Linda Sanders, President  
Maureen Walsh, Vice-President  
Lori Gold, Secretary  
Linda Mahran, Treasurer  
Cindy Dalecki, Marketing and PR Chairperson  
Maria Barbosa, Membership Chairperson  
Joanne Tavzel, Fund Allocation Chairperson