

VICE
PRESIDENT
MANUAL



MINNESOTA
WOMEN OF TODAY

VICE PRESIDENT MANUAL



This manual is to remain the property of the local chapter of the Minnesota Women of Today. It is to be passed on to the incoming chapter vice president(s) at the end of the current term of office. Additional manuals can be purchased through the State Store.

Revised 2017

VICE PRESIDENT MANUAL

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INTRODUCTION

As a chapter officer, you have a direct responsibility to provide the tremendous opportunities of the Women of Today to each member of your chapter. In your position, you are one of the leaders of your chapter. To function effectively as a leader, there are certain elements of your life on which you must continually concentrate. Those elements are the priorities that you set on all aspects of your life, the means by which you motivate yourself and the method by which you manage your time. All of these things will take time and effort on your part, but your consistent efforts in these areas will assure you of being the quality leader that you know you can be.

Strive to keep your life in balance. The priorities that you set for your family, your job, and your Women of Today activities should always be of importance and in focus - they will all be competing for your attention this year.

If you are married and have children, your family should be your top priority - always. Keep your husband informed of your Women of Today activities. Bring him to as many Women of Today activities that would interest him.

Involve your children in whatever Women of Today activities you can. It's important that they see what their mom does with some of the time that she is away from them.

Your second priority should be your job. You should let your immediate supervisor know of your Women of Today office and what your responsibilities will entail. You might be surprised that most employers view civic involvement by their employees as a very positive quality. Discuss with your employer some of the reasons you took on this responsibility and how this experience can benefit you as a person. During the year, share with your employer some of the things that are happening because of your participation.

The importance of setting and maintaining your personal priorities cannot be over-emphasized. You will succeed if you do, and will probably fail if you don't. It's really that simple!

RESPONSIBILITIES OF A BOARD MEMBER

- Attend ALL board and chapter meetings. You are an elected officer in your chapter and therefore have a responsibility to attend the meetings to offer your input, give reports and set an example to the other members.
- Set goals for yourself, listing what you would like to achieve through the office you hold. Write them down and refer to them often to assess your progress.
- Be prompt at all meetings. It is unfair to have others wait for you and it can be disruptive to the flow of the meeting when people are late.
- Be prepared. Improvised reports show lack of caring for your position and they can drag on and on, thereby being wasteful of others' time.
- Be attentive to others' reports, concerns, and ideas. You expect the same from others.
- Show support of your chapter president by assisting her whenever possible.
- Be attuned to the needs and concerns of your individual chapter. Any potential or existing problems should be brought to the attention of the chapter president and the board of directors promptly.
- Don't be afraid to voice concern if another board member or the chapter president is not fulfilling her duties. It is to the chapter's benefit that such problems are taken care of promptly before they affect the entire membership.
- Don't gossip. If you have a problem or concern, bring it to the attention of those that can help and assist in solving the problem.
- If you must miss a meeting, arrange to have someone give your report. Then call the president or the secretary to find out what you missed. You should not expect the president to call everyone that misses a meeting.
- **Maintain a positive attitude!** Nothing brings a chapter down faster than rampant negativism. If a chapter's officers don't have a positive outlook, the rest of the group cannot be expected to perform and feel positive about the chapter.

BOARD RESPONSIBILITIES

- The board may meet once a month for the purpose of conducting official business and to review all matters to come before the membership. Board meetings should be open to all members of the organization, except upon special request of any member or for a special matter as deemed necessary by the president.
- Evaluate project proposals before they are submitted to the membership at a general meeting.
- Review any constitution and by-law changes before submitting them to the membership.
- Recommend chapter policies for the approval of the general membership.
- Present a forum for the purpose of orientation and training the membership. This could be at a general orientation and/or a new member orientation. It would include an overview of the Women of Today organization, officer duties, chain of command, and proposed projects and activities.
- Report to the membership any correspondence that any member of the board circulates.
- For the purpose of leadership training, a chapter can decide that it will be the responsibility of each member of the board (with the exception of the past president) to conduct one board meeting as assigned by the president.
- Formulate the year's plan of action and budget for approval of the general membership.
- Welcome all visitors and guests to the board meetings and the regular membership meetings. Always be aware of protocol.
- Always remember - we are an organization of cooperation, not competition!

- SUGGESTED PROTOCOL - Good manners and common sense are generally adequate when conducting general membership meetings. However, the following suggestions may need to be reviewed:
- PLEASE BE PROMPT!
 - Remain quiet when others are speaking.
 - Stand when giving reports - speak to the whole group.
 - Address your comments to the chair and the group, not to individuals.
 - To make a motion, you must be recognized by the chair, then stand and state your motion.
 - Remember to confine your comments to the motion under discussion.
 - No committee work is allowed.

DUTIES OF A VICE PRESIDENT

Many chapters have only one vice president, while others have an internal and an external vice president and/or a membership vice president. If your chapter has one programming vice president, you are responsible for both the internal and the external programming areas and possibly the membership area. If your chapter has two programming vice presidents, one is responsible for the internal areas and the other is responsible for the external areas. The membership vice president is responsible for supervising areas dealing with retention, activation and recruitment. Take the time to talk with your president and discuss your duties. Make sure you understand your responsibilities.

1. You assist the president, and in some instances, you will preside for her.
2. You often are responsible for programming within your chapter. Each chapter has its own job description under programming. Most often the vice-presidential duties are divided into two or three areas:
 - Internal - programs run for the benefit of the actual membership.
 - External - projects for the benefit of others, your community.
 - Membership - programs and projects for retention, activation and recruitment of members.
3. You act as an ex-officio member of all projects and committees that fall under your area.
4. You are responsible for seeing that local program managers under your area are fulfilling their responsibilities and you report to the president concerning their performance. Provide local program manager training. (There is material included in this manual for your use.) Call each LPM you supervise each month to learn her ideas, make suggestions, encourage follow through and remind her of her report for the meeting.
5. You should write articles for your chapter newsletter concerning the activities that fall within your area.
6. You should attend board and membership meetings regularly.
7. You should keep in contact with your local program managers and project chairs to see if they need your assistance.
8. Your reports should be concise; remember to allow the local program managers and chairs the opportunity to report on their area at membership meetings.

9. Make sure all local program areas, projects and programs are entered on the local programming trimester report form.
10. Work with the president to come up with innovative ideas to add excitement to meetings.
11. Do those jobs that the president deems necessary. Following are a few suggestions of things that could help out your president:
 - Keep a scrapbook of clippings and articles for her.
 - Arrange a program for each meeting.
 - Assist in copying agendas for the meeting.
 - Call her to offer assistance in planning something special for an upcoming meeting.

HOW TO SUPERVISE

- A good supervisor trusts her followers to make their own decisions within the framework she establishes for them.
- She sets a good example because those she directs will take a cue from her.
- She gives her people a sense of direction and defines objectives.
- She teaches them what they should be doing as well as why they are doing it.
- She keeps people informed on new developments in the project. She tells them how the developments will affect them.
- She lets them know that she is always available when they need help.
- She recognizes ambition in her followers and tries to give them proper guidance to reach their personal goals.
- She doesn't give orders - she suggests, directs and requests.
- She emphasizes the importance of skills and learning, not rules. She judges the results, not the methods.
- She gives credit for a new approach to a problem.
- She praises in public, where it will do the most good.
- She criticizes in private, where it will offend least.
- She criticizes constructively. She concentrates on correcting the behavior, not on blaming the person.

DECISION MAKING AND PROBLEM SOLVING

Whatever office you hold, you will be required to make decisions and solve problems. Decision-making can be either a frustrating, non-productive process or an efficient means to solve problems and get results. How effective your decisions are depend on you. Don't let it become a frustrating process.

The secret to making decisions and solving problems is not too complicated. Using this method will not guarantee that you will always make the right decision, but it will greatly increase your batting average.

1. Identify the problem. Determine what is causing the problem. Be sure you have defined the cause of the problem and not a symptom.
2. Determine alternative solutions. Evaluate the pros and cons of each one and list them. Be aware of any weaknesses in the alternatives.
3. Get the facts and opinions. Examine the data and information available. Talk to the people directly involved. Be sure to get both sides of the story.
4. Select the best and fairest alternative. Present the alternative to those involved.
5. Provide for feedback. Even following this procedure, it is possible to make a wrong decision. Keep the communication lines open so that if you did make the wrong one, you will find out about it as soon as possible and can take action to correct the situation.

MINNESOTA WOMEN OF TODAY MANUALS

Manuals serve as an excellent way to get ideas for projects, tools to help run your chapter effectively, and information to train your members. New or revised manuals are included in your Chapter Information Packet (CIP) and should be kept together and passed on to the next chapter president, appropriate officer or local program manager. These manuals have been written and revised exclusively for use by Minnesota Women of Today chapters and its members. Some manuals may be available online at mnwt.org and others may be purchased through the State Store. Personal Enrichment video courses can be rented through the Chapter Service Center.

1. Extensions Manual – gives guidelines on extending a new chapter; can be obtained from the Extensions Director mnwt.org homepage.
2. Gold Team Manual – gives guidelines for working with chapters in need of improvements with chapter management and membership; distributed to GOLD team members and executive council members; additional copies can be obtained from the Chapter Management Vice President's mnwt.org homepage.
3. Local Officer Manuals – includes job descriptions for all local officers. (president, vice president, state delegate, secretary, treasurer)
4. Local Program and District Program Managers – includes job descriptions and helpful information when holding the position of program manager.
5. Membership – includes information on recruitment, orientation and activation.
6. Outstanding Awards Manual – includes guidelines on competition and entry requirements for Outstanding Young Adult, Outstanding Person with Developmental Challenges and Women Who Impact awards; can be obtained from mnwt.org.
7. Programming Area Manuals – includes helpful information for activities in specific programming areas.
8. Personal Enrichment – There are a number of Personal Enrichment (PE) courses available to chapters through the Living & Learning programming area. Most courses are delivered by video and with participant materials for those attending. These can be rented from the Chapter Service Center. Additionally, there are Booklet PE courses that may be purchased for all participants through the State Store or Chapter Service Center. For a current listing of all available PE courses, please see the Living & Learning State Program Manager homepage on mnwt.org or the Book of Forms.
9. State Plan of Action – Contains current state staff plans of action; directories of state program managers, district directors, local chapters including presidents and state delegates, and Key Women; state Bylaws and

Policies; history of the Minnesota Women of Today; and various procedures and policies pertaining to the organization.

US WOMEN OF TODAY MANUALS

There are a number of resources available from the US Women of Today that may be useful for your chapter. The US President sends out a newsletter twice a year with information. Additional information is also available on the USWT website. You can find a link to this in the Resources section of mnwt.org.

PROGRAMMING

VICE

PRESIDENT

SPECIFIC RESPONSIBILITIES OF A PROGRAMMING VICE PRESIDENT

Programming is the vehicle by which many great things happen, both in our communities and in our personal lives. Projects are run, recognition given and new challenges taken through programming. Here are some tips on how to be an effective programming vice president.

1. Understand the programming areas. In the Minnesota Women of Today, there are four external programming areas and four internal programming areas. External programming involves our communities, foundations and the world at large. Internal programming deals with the running of the Women of Today organization and our personal growth and fellowship. Included in this manual is a short description of each of the programming areas.
2. The programming vice president is often designated to take over the duties of the chapter president if the president is absent and may assume office of president if there is a vacancy. If there is an internal and external vice president, one will be designated before the other. Refer to your chapter bylaws for specific details.
3. Fill as many local program manager positions as possible. If positions are left vacant, you should hold onto the materials for those positions and keep the chapter updated on activities and events in those areas.
4. Oversee all programming areas in your chapter; this may be internal, external or both.
5. Provide local program manager training at the beginning of the year. Your chapter should have a Local Program Manager manual that is excellent tool for orientating your LPMs. There is also a local program manager guide in this manual that can be used for training. Explain what emphasis months are and how they can use them to promote their area.
6. Promote the LPM Fast Start during first trimester. It really helps to get your programming off to a good start. (There is a sample included in this manual.)

7. Complete the programming vice president fast start. Your state contact should provide a copy for you. (There is a sample included in this manual.)
8. Distribute all programming materials from the chapter information packets (CIPs) to the appropriate LPMs. If you have the time, read through the materials first. The CIPs are also available online (www.mnwt.org). It is vital to distribute the information as soon as possible so the LPMs have an adequate amount of time to promote the information contained in the materials. You may want to make sure the LPMs understand how to use the information in the CIPs. You might explain how they can implement a project or activity contained in the material. Give them ideas on newsletter articles, reports at meetings, speakers they could invite or ways to certify.
9. Encourage your LPMs to give a short report at each meeting. Report for the LPMs in their absence. Ask them to provide you with a report if they cannot attend a meeting. Explain how they can use their report to write a newsletter article. There is a sample report form and detailed information on reporting in this manual.
10. Review the Local Programming Trimester Report form and determine, along with any other PVPs and/or the chapter president, how the chapter programming team will complete this each trimester. Assist the LPMs as they gather the necessary information for the form. Be sure they know the deadline for completing online or mailing it in to the State EVP. Your chapter should decide how to handle this important responsibility. As PVP, you should ensure this activity is completed each trimester. You may wish to provide the LPMs with an incentive for completing their portion of the report on time. (There is a sample report form included in this manual.)
11. Promote the use of the Minnesota Women of Today and United States Women of Today websites. The MN Women of Today website can be found at: www.mnwt.org. The USWT website can be found at: uswomenoftoday.org. The website contains a lot of useful information plus various forms that can be used by chapter members.
12. Give a short report at chapter meetings and write a monthly article for your chapter newsletter. It is important to set a good example for your LPMs. You may wish to recognize an LPM of the month or trimester in your report.

13. Recognize the local program manager who does a superb job by nominating them as an outstanding program manager of the trimester. Every trimester, each state program manager recognizes one local or district program manager in his or her area. You can find the nomination form in the Book of Forms. It is suggested for a local program manager, you also forward the nomination to the appropriate district program manager or district programming vice president so they can add their comments and support.
14. Encourage submissions to Project of the Trimester Award. Each trimester each state program manager recognizing an outstanding chapter project in each area. A programming vice president, local program manager, chapter president or project chair can make nominations.

DUTIES OF A PROGRAMMING VICE PRESIDENT

- I. Getting Started
 - A. Attend the state-sponsored Local Officer Training Session in early May and/or a district officer training set up by your district director.
 - B. Complete the Programming Vice President Fast Start
 - 1. This is an optional program promoted by the Minnesota Women of Today to help you get started and learn how to be a programming vice president.
 - 2. A copy of a sample Fast Start is included in this manual. The state programming vice presidents will provide this in their MNJOTS Chapter Information Packet.
 - 3. The state programming vice presidents will recognize all local and district programming vice presidents who complete their Fast Start.
 - C. Educate yourself about your position as programming vice president.
 - 1. Make certain that you have all the information available for your officer position.
 - a. Read your Vice President officer manual thoroughly.
 - b. Contact the previous vice president to get any existing files and information.
 - c. Contact your president to see if she has received any new information relating to your position.
 - d. Become familiar with the various programming areas you will be supervising. Descriptions of the internal and external programming areas are included in this manual.
 - e. Check the Book of Forms for any forms applicable to the programming areas. Check for any resource manuals that may be available for these areas. The Book of Forms and resource manuals should be stored in your chapter files. Your district director will have forms available for you following MNJOTS in early June.
 - f. If you have access to the internet, go to the Minnesota Women of Today website to check for current happenings and become familiar with the forms that can be submitted on-line or printed off for your usage. You can promote the use of the website to your LPMs.

- D. If your chapter has an external and internal programming vice president, you may want to get together to plan the year and coordinate activities. The external vice president will oversee the external program managers and the internal vice president will oversee the internal program managers. If your chapter has only one programming vice president, you will be responsible for overseeing all local program managers.
1. External areas deal with health and community concerns. There are four external areas promoted through the Minnesota Women of Today. The external vice president will be responsible for recruiting a local program manager (LPM) to manage each of the four areas.
 2. Internal areas encourage membership involvement and personal growth. There are four internal areas promoted through the Minnesota Women of Today. The internal vice president will be responsible for recruiting a local program manager (LPM) to manage each of the four areas.
- E. Prepare and present an LPM orientation for the local program managers at the beginning of the year. (An orientation is included in this manual.)
1. The orientation should include an overview of being a program manager, the duties of a program manager, an LPM Fast Start (a sample is included), information about completing the local programming trimester report (a sample is included), and suggestions that can help them get started. You can also use the LPM Manual as a guide. Each LPM should get a copy of the manual. Extra manuals may be purchased from the state store or through the Chapter Service Center.
 2. The orientation could be held in conjunction with a chapter meeting or as a separate training session.
 3. Ask the local program managers to come up with some goals for the year and check their progress from time to time.
 4. Give them the name, address, and other pertinent information of the district and state program manager for their area. Suggest that they write to them and introduce themselves. This will also fulfill part of their Fast Start.

5. Discuss certifications, awards and projects relating to their area. Make them aware of local, district and state deadlines for turning in reports and certifications.
6. Explain the emphasis months and let them know when their area has an emphasis month.

II. Your Responsibilities

A. Communication to you

1. Your chapter will receive Chapter Information Packets (CIPs) distributed at MNJOTS in June, Fall State in September and Winter State in January.
 - a. Your chapter may elect to use the online version of CIPs. These will be available at mnwt.org the week following MNJOTS, Fall State or Winter State. Otherwise, your District Director will collect them and distribute them to your chapter president, state delegate or other representative.
 - b. Your packet will come from the state internal or external vice president. If you handle all programming areas, you should receive both packets.
 - b. You should review all of the programming packets for the areas that you oversee. Make note of items that you wish to highlight for the LPMs. You can review them online or if you only receive hard copies, you could ask to do this before the packets are handed out to the LPMs. Additionally, you can place a standing order with the MNWT Executive Director and receive your own full CIP each trimester at a nominal cost.
2. Chapter Mailing Highlights are sent to each chapter every month except month's when conventions are held (September, January, and May). This mailer includes important reminders or updates from state staff, SPMs and committees. Take time to review as well as point out highlights to your LPMs. Chapter Mailing Highlights are also available online at mnwt.org.
3. Look for articles published in the NEWSLET from the state vice presidents and program managers. The state newsletter is published four times each year and is sent to every member.
4. The district programming vice president may communicate with you, which could include suggestions for activities, reminders of deadlines and requests for nominations for district programming awards.

B. Communication from you

1. Chapter reports

- a. Keep your chapter members and LPMs updated by presenting reports at chapter meetings. The reports should be concise and clear explaining what has happened under your position and promoting upcoming activities.
- b. Prepare your report in writing and give a copy to the secretary when you are finished reporting. Reporting guidelines and a sample form are included in this manual.
- c. Since you oversee the internal and/or external program areas, you may also be in charge of those reports. Chapters may handle this differently, but generally you introduce the programming area and the LPM gives the report.
 - 1) If the LPM is absent from the meeting or there is no LPM, you may give the report in their absence.
 - 2) If there are projects under the programming area, the project chair may give the report.
- d. As part of your report, you may wish to recognize an LPM of the month or the trimester. This is a good way to acknowledge the LPMs that are doing an outstanding job with their programming area.

2. Newsletter articles

- a. Communicate with chapter members by including information in the chapter newsletter.
- b. Try to include something in each issue - this could be highlights of upcoming activities within the programming areas you oversee or a spotlight of one of your LPMs.

3. Keep in touch with your chapter president

- a. Keep her informed about progress and plans in your programming areas.
- b. Ask for her assistance if needed.

4. Chapter board meetings

- a. Attend as many as possible. You are a member of the board and part of the team that is leading your chapter.
- b. Bring new ideas and suggestions to the board. You can be the representative for your LPMs if they want to present a new project.

C. Doing your job: A Step-by-Step Guide

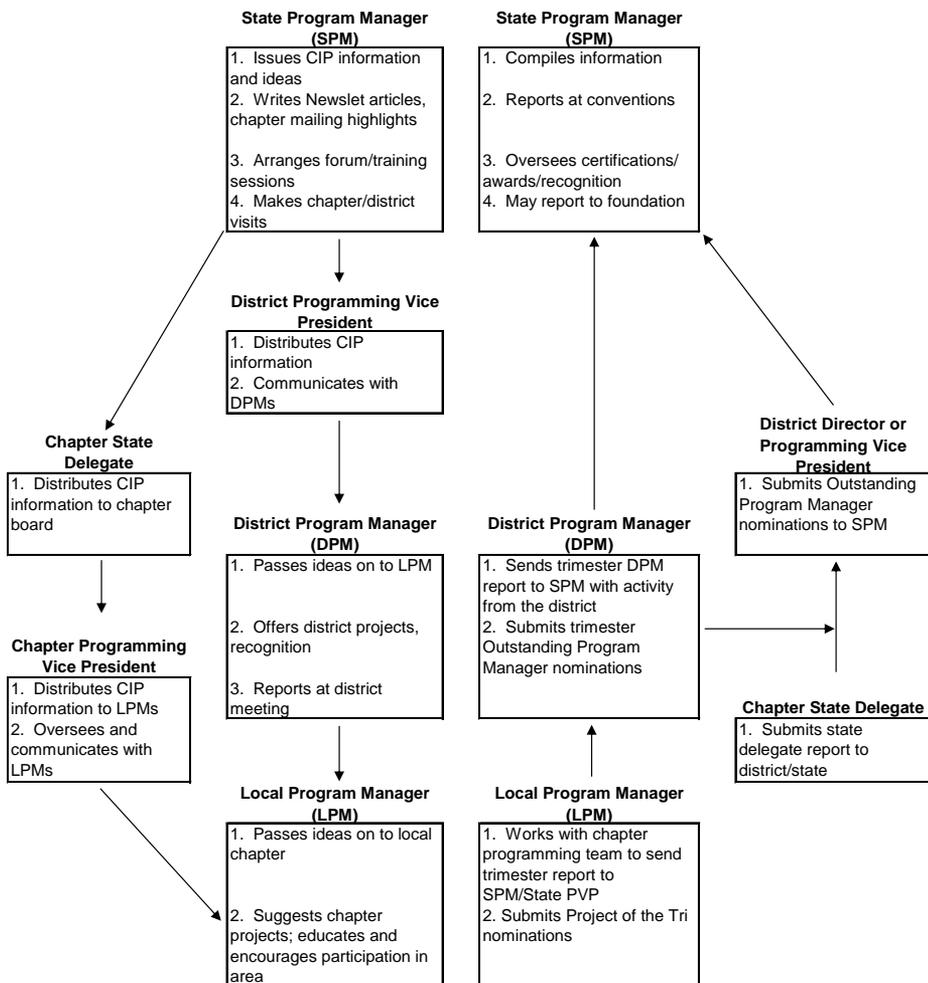
1. May - June

- a. Attend LOTS and/or district officer local training.
- b. Complete your programming vice president Fast Start.
- c. Schedule an LPM orientation for your chapter.

2. Monthly
 - a. Review current CIP information.
 - b. Attend chapter board and general meetings.
 - c. Assist your LPMs as needed and keep them informed of upcoming events and deadlines in their area.
 - d. Keep track of service hours in the external programming areas.
 - e. Encourage monthly submission of certification forms.
 - f. Submit articles to your chapter newsletter.
 - g. Communicate with the LPMs prior to all board and general meetings regarding any business that needs to be brought to the board or chapter.
3. Each Trimester
 - a. Review your goals to be sure you are on track.
 - b. Review with each LPM the goals that they set at the beginning of the year.
 - c. Complete or assist your LPMs with the local programming trimester report. You may wish to ask that time be scheduled into your meeting agenda for this. Make sure that this report is submitted on time either online or to the state EVP.
 - d. Submit nominations for district and state programming awards, such as Outstanding Program Manager and Project of the Trimester, or refer to the list of awards in this manual.
 - e. Check with LPMs that reports and certifications are sent on time and to the appropriate persons.

REPORTING PROCEDURE AND COMMUNICATION FLOW

Minnesota Women of Today



Local and district program managers: Remember that you are the key link to reporting information to the state program managers. The SPM wants to know what your chapter and district is doing. Please keep her informed.

INTERNAL PROGRAMMING AREAS

Living and Learning-This area promotes participation and provides information and project ideas in the areas of personal growth of members; intellectually, spiritually, civically and through family. This area also promotes the Effective Writing, Speaking and Impromptu competitions. Invocations and benedictions at meetings fall under this area.

NEWSLET - This area encourages members to submit articles to their local, district and state newsletters. This is also the name of the official newspaper of the Minnesota Women of Today. The NEWSLET includes articles from state staff members and program managers, state awards received, chapter highlights, personal notes, and more. Each member receives a copy mailed to his or her home.

Public Relations - This area emphasizes how to get the word out about Women of Today. It teaches how to utilize your community assets such as the local paper, radio, cable TV, social media and other media. Founder's Day is celebrated on July 1 and Women of Today Week takes place in September.

Records and Recognition - This area encourages better record keeping and also includes submission for awards and recognition. Chapter SUCCESS System submissions are also submitted to the Records and Recognition state program manager.

Ways and Means – While no longer an official programming area at the state level, fundraising for a chapter's operating expenses is still a critical function for a chapter. Your chapter may choose to have this as a programming area under Internal Programming or as a separate entity. It is recommended that there be a person who is on point in the chapter for Ways and Means. Any member can suggest ideas for chapter fund-raisers. The state organization also promotes ways and means to help support the Minnesota Women of Today through the state store, trimester fund-raisers and chapter donations. Ways and means information will be available each trimester in the Treasurer's CIP.

EXTERNAL PROGRAMMING AREAS

Community Connections - This area encourages involvement in the local community (e.g. food shelf, civic projects, senior citizens, adopt-a-family, etc.) The area promotes True Friends, the Outstanding Person with Developmental Challenges Award, the Community Connections Awards and national programming areas that do not fall under any Minnesota programming area.

Women's Wellness - This area focuses on providing and supporting women's health education through traditional and holistic medical practices, as well as balanced lifestyles. The state program manager may promote up to two health areas and possibly one additional foundation of her choice. The March of Dimes Walk is promoted through this area as well as the Lois M. Christenson Women Who Impact award.

Youth of Today - This area promotes ideas and activities that allow youth to discover and experience the importance of volunteering. This area also promotes the Outstanding Young Adult program, Kids Week and foundations related to youth activities.

Priority Programming Area - This area is approved by the state membership on a three-year revolving cycle. Foundations are invited to submit bids, which are reviewed and presented at a state convention. Successful bidders have included Can Do Canines and Breaking Free. A state program manager works with the current foundation in this area to provide educational materials and fundraising ideas to support its efforts.

PROGRAMMING EMPHASIS MONTHS

July – Community Connections (True Friends), Public Relations

August -Youth of Today

September – Community Connections, Public Relations

October – Records and Recognition

November – Women’s Wellness

January – Living and Learning

February – NEWSLET

March – STEP (Promoted through Internal Programming)

April – Volunteer Recognition, External US Programming Area

(Note: Priority Programming Area emphasis months vary depending on the programming area. Please see yearly calendar for the most accurate information regarding Priority Programming Area emphasis month.)

REPORTING AT A MEMBERSHIP MEETING

The following are guidelines to help you give reports at chapter membership meetings.

1. Stand while giving your report. You will get your members' attention and your voice will carry better. Standing also improves your eye contact. And remember to smile.
2. All reports should be written and a copy given to the secretary after the report is completed. This will also help you to be clear, specific and to the point. Having a report in front of you will assure you don't forget important information and keep your report to a reasonable length.
3. If reporting on a project, give details of project:
 - a. Tell who, what, where, when, why, etc.
 - b. If a budget is needed, make a motion and have it approved.
 - c. Ask for any chairmen if needed and give date, place and time of the next committee meeting.
 - d. Summarize any plans made thus far. Be careful not to get into committee work.
 - e. Ask if there are any questions.
 - f. Each subsequent report should include any decisions made since the last report.
 - g. A final report should be given after a project has been completed. Items listed should include: how many people attended, how much money was made, service hours, impact on community, and recommendations for the future.
 - h. After the final report, a verbal or written thank you should be given to those members who helped on the project. Thank you notes should be sent to all others involved.
4. Be creative in your reporting. Use props, costumes or do a short skit. Hand out small incentives to others that contributed in your area.
5. Include a copy of all reports in the chapter newsletter. This is an excellent way to make sure all members are kept informed of chapter activities.

**WOMEN OF TODAY
REPORT FORM**

SECRETARY COPY

DATE: _____ REPORT BY:

PROJECT NAME/LPM AREA:

CHAIR/CO-CHAIRS:

REPORT: (include activities, committee meetings, important dates, budget revenue & expense, motions, future plans, names of participants.)

NEWSLETTER COPY

REPORT BY: _____ PHONE:

PROJECT NAME/LPM AREA:

CHAIR/CO-CHAIRS:

NEWSLETTER ARTICLE: (Write article so it is ready for the press. Does it answer who, what, where, when, why? Complete information is helpful in order to put an article in the newsletter. Be sure to keep your article timely.)

AWARD NOMINATIONS

Several programming areas have competitions to recognize individuals from within the organization and from your community. Submitting an individual for these competitions is a great form of publicity for your chapter and helps promote the Women of Today image and philosophy. The competitions include:

- Community Connections Awards – There are three awards given: Joint Ventures for work with another organization, Community Impact for work within the community and Civic or Environmental project for other projects. The award falls under Community Connections.
- Outstanding Young Adult - This award recognizes high school students doing an outstanding job of serving their community, school and family. It falls under Youth of Today and the Outstanding Awards Committee.
- Outstanding Person with Developmental Challenges – This award is designed to honor an individual who has overcome his/her disability, shown personal growth and has made an impact on their community and family. In order to hold a competition there shall be not less than three (3) entries received by the publicized deadline date. The award falls under the Community Connections area and Outstanding Awards Committee.
- Lois M. Christenson Women Who Impact – This award is designed to honor women in three Women Who Impact categories: Non-Profit, Youth Outreach and Women’s Advocacy. Honorees are judged on community activities, leadership and overall contributions in their Women Who Impact Award category. At least three (3) entries must be received in one category to hold a competition. The awards fall under the Women’s Wellness area and the Outstanding Awards Committee.

If a chapter is interested in submitting an entry for any of these awards, they should refer to any resource manuals (available on mnwt.org) or contact the appropriate state program manager or the Outstanding Awards Committee. They can provide the necessary information and forms.

PROGRAMMING VICE PRESIDENT FAST START

SAMPLE

The programming Fast Start is intended to get your year off to a great start. Either an internal or external programming vice president may use this Fast Start. Complete and send verification to the appropriate state vice president (internal or external) by August 1. If you are managing both the internal and external programming areas, you may send your Fast Start to either.

1. Give an orientation for the local and district program managers under your supervision. This orientation can be provided by you, the chapter or the district.
2. Set three specific goals for your PVP position. Provide a copy to your chapter president or District Director and send a copy to ivp@mnwt.org.
3. Write a letter of introduction to the IVP. Send to ivp@mnwt.org.
4. List all program managers for filled areas, including name, address, phone and email.
5. Explain how you encouraged your program managers to complete their Fast Starts.
6. List program managers that sent in first trimester reports

**LOCAL
PROGRAM
MANAGER
ORIENTATION**

(This section can be used for orientating your local program managers at the beginning of a new year)

LOCAL PROGRAM MANAGER GUIDE

Congratulations for accepting a local program manager position for your chapter! You are an important part of the team that will lead your chapter to a successful year. Your leadership will help members become excited about and educated in the area you have chosen to promote.

WHAT IS A PROGRAM MANAGER?

Program managers are members who promote an area in internal or external programming of the Minnesota Women of Today. The programming areas are as follows:

<u>Internal</u>	<u>External</u>
Living and Learning	Community Connections
NEWSLET	Women's Wellness
Public Relations	Youth of Today
Records and Recognition	Priority Programming Area

Each programming area is reviewed every three years, and the priority area is re-bid every three years. New ideas for external programs may be presented by a member or chapter and brought to a vote by the membership at a state meeting. If you have suggestions, refer them to the state external vice president.

There are three levels of program managers:

1. State program managers (SPMs) bid for their position at the winter state meeting or annual convention. They are responsible for promoting their area for one year. SPMs are the members who come up with ideas, coordinate statewide projects, and promote education and participation in their area. They communicate with the district and local program managers and report on statewide activity in their area.
2. District program managers (DPMs) coordinate a programming area at the district level. The main duties of a DPM are to pass along information from the state program manager, to coordinate district-wide activity, to motivate chapters to participate in their area, and to report district activity to the SPM.
3. Local program managers (LPMs) promote one of the programming areas in her local chapter. She receives information from the state and district program manager, presents ideas and information to the chapter, oversees activities and projects in the area, and reports chapter activity to the SPM or state programming vice president.

DUTIES OF A LOCAL PROGRAM MANAGER

- I. Getting Started
 - A. Complete the Local Program Manager Fast Start.
 1. This is an optional program for chapters designed to help you get started, learn your programming area and learn how to be a LPM.
 2. A copy of a sample Fast Start is included in this manual.
 3. Chapters are encouraged to use the Fast Start to help orientate local program managers at the beginning of the year.
 4. Chapter presidents or programming vice presidents may want to recognize all LPMs who complete the program by the July membership meeting.
 - B. Educate yourself about your programming area.
 1. Make certain that you have all the information that is available for your area from the Minnesota Women of Today.
 - a. Read your local program manager manual. A copy should be in your chapter's files.
 - b. Contact the previous LPM to get any existing files and information.
 - c. Contact your president to see if she has received any new information.
 - d. Check the SPM's webpage on mnwt.org or the Book of Forms on mnwt.org for any necessary forms needed for your area.
 - e. Check for any resource manuals that may be available for your area. Refer to the list of Women of Today manuals or check your SPM's webpage on mnwt.org.
 2. External areas deal with health and community concerns. You may be able to find additional information through sources other than the Women of Today.
 - a. Check your local library
 - b. If your area involves a foundation, check to see if there is an office located near you or if they have a website or social media page. They may be able to provide materials, ideas or speakers.
 3. Internal areas encourage membership involvement and personal growth. You may be able to supplement Women of Today information by doing some research on your own.
 - a. Check your local library, especially for areas in personal enrichment (speaking, writing, courses in time management, communications, stress management, etc.)
 - b. County Extension offices may have materials for your use.
 4. Attend any orientations that are offered by your chapter, district or the state.

- a. Learn what your responsibilities are.
 - b. Find out the goals of the DPM and SPM for your area.
 - c. Meet your DPM and SPM if possible.
5. Spend some extra time reviewing information about your area.
- a. Understand your area and how you can educate the members in your chapter.
 - b. Learn about any certifications and pass out forms at meetings. Explain the requirements and assist members in filling out the forms. Send completed certifications to the appropriate state program manager.
 - c. Be aware of local, district and state deadlines for turning in reports and certifications.
 - d. Every area has an emphasis month; find out when yours is. You may want to do something special in your area.
 - e. Decide if you want to do any projects or fundraisers for your area. Get approval from your chapter first.

II. Your Responsibilities

A. Communication to you

1. You will receive Chapter Information Packets (CIPs) distributed at MNJOTS in June, at Fall State in September, and Winter State in January.
 - a. Packets are given to each chapter or your chapter may choose to use the online versions available on mnwt.org.
 - b. Packets include information from every state program manager and staff member and from some of the state committees.
 - c. There is one copy of each item in the packet. If your president wants to have copies of the information, she has three options:
 - 1) Make copies before passing information to you.
 - 2) Download from mnwt.org
 - 3) Purchase an additional CIP from the state store at the convention or place a standing order with the MNWT Executive Director.
2. Look for SPM articles in the NEWSLET. It is published four times each year and is sent to every member.
3. Review Chapter Mailing Highlights that are sent to each chapter every month except month's when conventions are held (September, January, and May). This mailer includes important reminders or updates from state staff, SPMs and committees. Chapter Mailing Highlights are also available online at mnwt.org.

4. District Program Managers
 - a. DPMs are encouraged to communicate with the LPMs once each trimester. Some may do more.
 - b. DPMs are asked to submit a trimester report to the SPM. This report documents all district level activity in their programming area.
 - c. DPMs promote their area at district meetings through reports, forums and projects. They may offer incentives to encourage participation in the area.
- B. Communication from you
 1. Local Programming Trimester report
 - a. A trimester report is requested from each chapter in order to provide the necessary information to your state programming team. A sample report is included in this manual.
 - b. The report is submitted for all programming activity in the chapter for the trimester. It is broken into Internal and External areas. It captures information on the activity in your chapter for the trimester, certifications completed (internal), service hours (external), funds raised (external), donations made (external), how you promoted your area, and any suggestions or questions. Keep notes throughout the trimester of projects run, service hours worked, donations received, funds raised, donations made, certifications, etc. to enable you to complete the report accurately and quickly.
 - c. Check with your PVP to understand who will be filling out this report and any deadlines for gathering the information. This report is submitted once with all of the chapter programming information. Your chapter programming team will work together to determine the best way to complete this report.
 2. Chapter reports
 - a. Keep your chapter members updated by presenting reports at chapter meetings. The reports should be concise and clear explaining what has happened in your area and promoting upcoming activities.
 - b. Prepare your report in writing and give a copy to the secretary when you are finished reporting. (Reporting guidelines and a sample form are included in this manual.)

3. Newsletter articles
 - a. Communicate with chapter members by including information in the chapter newsletter.
 - b. Try to include information in each issue.
 - c. Include educational articles as well as information about upcoming projects, deadlines and promotions.
 4. Call your chapter president or programming vice president
 - a. Keep her informed about progress and plans in your area.
 - b. Let her know if and when any certifications are completed in your area.
 5. Communicate with your DPM and SPM as needed
 - a. Some examples of when to contact them:
 - 1) You have questions or need clarification.
 - 2) You have an idea.
 - 3) To tell them they are doing a good job.
 - 4) To request them as a speaker.
 - 5) To give them an overview of what you have been doing.
 - b. Turn your reports in on time - this will enable them to do their job better.
- C. Doing Your Job: A Step-by-Step Guide
1. May - June
 - a. Complete LPM Fast Start. A sample copy is included in this manual.
 - b. Attend LPM orientation offered by your chapter and/or district.
 2. Monthly
 - a. Review current CIP information.
 - b. Attend chapter meeting and give a report on your area.
 - 1) If unable to attend, prepare report and send with someone else.
 - 2) Always prepare a written report to submit to the secretary. It is much easier for her to keep accurate minutes that way.
 - 3) See the section on reporting in this manual for more suggestions.

- c. Have motions ready for any projects in your area.
 - 1) Inform your president about any motions you want to make at the meeting. You may want to present your idea at a board meeting prior to making a motion at a general meeting.
 - 2) Remember that a motion is made and seconded so that the project or idea can be discussed. You do not need to know ahead of time whether the chapter wants to run the project. The chapter will then approve or defeat the motion after discussion.
- d. Submit an article to your local chapter newsletter.
 - 1) Inform your chapter members about upcoming deadlines and projects.
 - 2) Provide information to educate your chapter members.
 - 3) Write a “wrap-up” on projects or activities that were covered by your area or chaired by you.
- e. Check on progress of projects being run in your area.
 - 1) Contact chairperson or others involved to see that everything is running smoothly.
 - 2) Attend any committee meetings being held, if possible.
- 3. Trimester
 - a. Review your goals to be certain you are on track.
 - b. Make a list of activities and accomplishments in your area.
 - 1) Include this information on the local programming trimester report. (See sample in this manual.)
 - 2) Keep track of service hours, funds raised and donations if your area is in external programming. Please see the service hour information and sample chart in this manual.
- 4. Other
 - a. Promote your area during emphasis month
 - 1) Find out at the beginning of the year which month will be emphasized for your area. There is a list included in this manual.
 - 2) Plan your promotion early and get approval from the chapter.

- 3) Ideas
 - a) Plan a special project.
 - b) Put a feature article in the chapter newsletter.
 - c) Submit an article to your local newspaper.
 - d) Plan a special report for the meeting.
 - e) Do a program at that month's meeting.
 - f) Hand out brochures at a grocery store.
 - g) Go on the radio to promote your area.
- b. Encourage other chapter members to chair projects in your area.
 - 1) You are not required to chair projects in your area simply because you are the LPM.
 - 2) Ask chairpersons to keep good records.
 - 3) Encourage them to complete project reports.
 - 4) Attend work nights if possible.
 - 5) Keep copies/samples of all publicity.
 - 6) Provide plenty of encouragement and support for project chairmen. Thank them through notes, articles in newsletters and reports at meetings. Recognition is important in a volunteer organization.
- c. Add interest to your area.
 - 1) Be creative and resourceful.
 - a) Try to think of new ways to catch member interest.
 - b) Start early to think of ways to promote so you have enough time to be creative.
 - 2) Be positive at all times. Your smile and your attitude will encourage fun, excitement and interest in your area.
 - 3) Use a theme to help you promote your area.
 - a) You may want to tie your theme in to your chapter president's theme.
 - b) Use it in reports, newsletter articles and other promotions.
 - c) Use it in giving out incentives.
 - 4) Bring in outside speakers or prepare a talk on your area.
 - 5) Provide information on your area to each member.
- d. Consider submitting entries for competitions and awards (i.e. Outstanding Young Adult, Women Who Impact, Outstanding Person with Development Challenges, Community Connections). Chapter members can assist you with these. Contact your state program manager for more information.

LOCAL PROGRAM MANAGER FAST START

SAMPLE

The Local Program Manager Fast Start was designed to help you get involved and off to a great start in your new position. Complete these steps and send this form along with verification to the Chapter President; the local, district, and state Programming Vice President and District Program Managers by August 1. Name:

Local Programming Area:

1. Attend an Orientation – district, local, LOTS, or one-on-one with the programming vice president or outgoing local program manager.
Date attended:
2. Write down the goals or plan of action for the year. Send it to the programming vice president or chapter president and the district program manager.
Date sent:
3. Write your district program manager or district director; introduce yourself, share your goals and ideas for the year.
Date sent:
4. Submit a *preliminary* written Local Programming Trimester report to the chapter president and chapter programming vice president by the Fast Start due date (August 1). Please ensure that trimester reports are completed and sent on time.
Date *preliminary* local programming trimester report sent:
5. Review the Local Program Manager manual to educate yourself on being an LPM. Date reviewed:

HOW TO COMPLETE A LOCAL TRIMESTER PROGRAMMING REPORT

The trimester programming report is very important. Your SPM depends solely on this report to monitor activity from each chapter and to determine outstanding achievements. This report can be submitted ONLINE at www.mnwt.org. Each chapter can choose who will be responsible for actually preparing the report, however as the LPM, you are responsible for preparing the information that is needed for the report. You should work with your Programming Vice President(s) and/or chapter President to determine your reporting process.

1. The programming report is due from each chapter at the end of the trimester.
2. Reports **need** to be on time and complete including the following by programming area:
 - a. Activities/Projects completed
 - b. Amount of money raised or value of inkind donations received
 - c. Amount of money donated out or value of inkind donations made
 - d. Number of service hours for external areas
 - e. Number of certifications by type for internal areas
3. Indicate the name and email of the actual person completing the form. Reviewers of the form may come back to this person with any questions or clarification.
4. Filling in the Internal Programming Section:
 - a. Complete all requested information on the report form. If there is no activity in a particular programming area, it can be left blank.
 - b. Provide the name of the LPM for each programming area, where applicable
 - c. When using the paper form, you can add more lines to the spreadsheet if needed in a particular area.
 - d. Fill in each area with as much information as you can. Spell out project names where applicable.
 - e. Indicate number of certifications submitted. PEP courses are number of courses completed with at least three chapter members in attendance. List all courses the chapter held or that members attended.
5. Filling in the External Programming Section:
 - a. Complete all requested information on the report form
 - b. Provide the name of the LPM for each programming area, where applicable
 - c. When using the paper form, you can add more lines to the spreadsheet if needed in a particular area.
 - d. Fill in each area with as much information as you can. Spell out project names where applicable.

- e. Service Hours can be listed by project or total for all projects for the Trimester on the paper form. If using the online form, the total hours across all projects in each area should be reported. These hours should include all members and non-members working with the chapter such as guests or family members.
- f. Incoming Donations:
 - 1) Funds Raised – Total raised by projects conducted in this area, regardless of how funds will be used. Example: \$2500 for Youth of Today (5K run comprised of \$2000 in cash donations and \$500 in registration fees)
 - 2) InKind Donations Received – Total value of non-monetary donations received for projects conducted in this area. Example: \$400 for Youth of Today (5K run comprised of \$200 in food donations and \$200 in samples for race participants goodie bags)
- g. Outgoing Donations:
 - 1) Monetary Donations – Total cash donations made to organizations in this programming area. Example: \$200 for Women’s Wellness (cash donations to March of Dimes)
 - 2) InKind Donations Given – Total value of non-monetary donations given to organizations in this programming area. Example: \$400 for Community Connections (food and toiletries donated to local food shelf)
- h. Incoming Donations and Outgoing Donations do not have to balance. Chapters often use general funds for donations and do not have a specific project to tie to for raising the money. Also, timing may be such that the funds are raised/collected in one trimester and not donated until a future trimester. Reporting should be completed when each activity happens. When reporting on the online form, the totals across all projects in an area should be reported.
- i. It is a good idea to involve the Chapter Treasurer when completing the donations section.

LOCAL PROGRAMMING TRIMESTER REPORT

SAMPLE – Page 1



Minnesota Women of Today

Local Programming Trimester Report

PLEASE TYPE OR PRINT. Document all programming activity for the trimester and any donations received or made. Keep a copy for your chapter records and mail/email a copy to the State External Programming Vice President.

Internal Programming		
Area	Activities/Programs	How was this area promoted?
Living & Learning (LL) LPM Name: Julie Smith	Team building course	Articles in chapter newsletter; report at meetings; sent press release to local paper; posted event on Facebook
Newsletter LPM Name: Anne Johnson	Monthly chapter newsletter	Sent to all members; posted to chapter website & announced on Facebook
Public Relations (PR) LPM Name: Cathy Paulson	Women of Today Week ice cream social	Articles in chapter newsletter; report at meetings; sent press release to local paper; posted event on Facebook
Records & Recognition (R&R) LPM Name: Vicki Nickolaus	Submitted Success and Project of Trimester nominations	

Certifications	Type	Number Completed	Type	Number Completed
	Living & Learning (MNWT)			Personal Development (USWT)
STEP I (USWT)		2	Outstanding Achievement in Programming (USWT)	
STEP II (USWT)				
STEP III (USWT)			Personal Enrichment Program/PEP course (MNWT)	
STEP IV (USWT)		3	Name of Course(s): Teambuilding	5
Health and Wellness (USWT)				

Any concerns, questions or comments:



Minnesota Women of Today

Local Programming Trimester Report

External Programming		Service Hours	Incoming		Outgoing		How was this area promoted?
Area	Project/Donation		Funds Raised	In Kind Donations Received	Monetary Donations	In Kind Donations Given	
Community Connections (CC)	Adopt-a-highway cleanup	7.5					Chapter newsletter; Facebook
	Relay for Life	42	3800		3800		Chapter newsletter; meeting report; Facebook; website & email blasts
LPM Name: Laura Gaymond							
Priority Area	Pass the Can		38				Chapter newsletter; meeting report
	Hygiene Collection			78		78	
LPM Name: Cathy Newsome							
Women's Wellness (WW)	Heart Disease Discussion	0.5					Chapter newsletter article; meeting talk
	March of Dimes donation				150		
LPM Name: Nicky Anderman							
Youth of Today (YT)	School supply drive	3		383		383	Chapter newsletter; meeting report; Facebook;
LPM Name: Michelle Green							

Any concerns, questions or comments:

Need information on Breast Cancer Awareness for October meeting. Do you know who to contact?

Completed by: PVP Marla King Email: pvp_aytownwt@gmail.com
 Trimester: 1 Chapter: Anytown

Reminder: You may submit a project for a Project of the Trimester Award or nominate a Local Program Manager for an Outstanding Program Manager Award.

Project of the Trimester

This award is given at each convention in each programming area. The choice of Project of the Trimester is made by the State Program Manager for each area. In order to be considered for this award, chapters must submit a Project of the Trimester nomination form. This form is due to State Program Managers three (3) weeks prior to each state convention and can be found on the website, in the Book of Forms and the R&R manual. A condensed version is also published below. Each project that is chosen to be recognized will be announced at convention, be published in the NEWSLET and will also be posted to the website (www.mnwt.org)

The purpose of the Project of the Trimester is to:

- Recognize chapters for an outstanding project
- Share project ideas with other chapters

Some aspects that will be considered when awarding a Project of the Trimester are:

- Uniqueness of the project
- Money raised and/or service hours contributed (external areas)
- Number of People served
- Number of People participating
- Purpose of the project
- Work with another WT chapter, service group or other contributors
- New twists to old projects
- New project

Minnesota Women of Today Project of the Trimester Nomination Form



Minnesota Women of Today

Project of the Trimester²⁵

PLEASE TYPE OR PRINT. Postmark to appropriate state program manager three (3) weeks prior to state meeting. Nominations can be made by chapter president, district director, and project chair or program manager. Fill in as much information as you know.

Name of Project _____

Type of Project (Project Area) _____

Date(s) Project Held _____

Chapter _____ District _____ Area _____

Contact Information

Print Name _____ Trimester Submitted _____

Address _____

Email _____ Phone _____

Briefly summarize the Project (include purpose, people that benefit from the project, why the project is being nominated): This information will be used to briefly describe your project in upcoming newsletters, CIPs and other project information. Use back of this form if necessary.

Number of chapter members participating: _____

Number of people helped (if applicable): _____

Funds raised (if applicable): _____

Total number of hours spent on the project: (include planning, hours worked at the project, etc.) _____

²⁵ Project of the Trimester Nomination | Revised 2009 | Reviewed 2015 by R&R SPM
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MEMBERSHIP

VICE

PRESIDENT

R. O. A. R.

The duties of the membership vice president can be summarized by this acronym.

- Recruitment:** finding and signing new members to join the chapter.
- Orientation:** training new members about programming, projects and mission of the Women of Today.
- Activation:** getting and keeping members involved in your chapter, district and state.
- Retention:** keeping members active in the organization and having them renew their membership each year.

The first task of the membership vice president is to put together a current roster of the membership in your chapter. You should then develop a growth plan for your chapter for the year (a copy can be found in this manual). You can estimate how many of your members will likely renew, which won't, and how many new members your chapter will attempt to sign. You can get ideas for recruiting, membership nights, phone scripts and other strategies from the Membership Manual, mnwt.org website, or the state membership vice president.

As new members are signed, you will want to focus on providing an orientation for them. Most orientations involve sitting down with the new member one-on-one and going through various topics such as: history of Women of Today and your chapter, the structure of the organization from local to national, the creeds and mission statement, general guidelines for members, and an overview of programming and projects. You may also wish to give the new member a copy of your chapter's plan of action at this time and review it with her. If your chapter has a Big Sis/Little Sis program, you may wish to assign an experienced member to assist the new member for her first six months or year. Remember to order a nametag and chapter shirt for the new member, if applicable for your chapter.

To activate new members, be sure to invite and include them in activities, projects and socials. Find out what their interests are and why they joined. Try to find things for them to do that match those interests. It is a good idea to request that a project chair ask a new member to co-chair with her. That will help them learn more about your chapter and feel a part of the membership. It is important to keep in touch with new members and members that miss meetings or other events in order to maintain a link for them with the chapter. It is a good practice to send a copy of the meeting agenda with notes from the meeting to members that miss a meeting.

Retention is a vital part of the four elements of membership. All your efforts in recruitment, orientation and activation lead up to retention. Your chapter needs to retain members who can share their experience and help your chapter thrive. Members that are active and feel included are more likely to renew their membership. Work on developing a bond among all members. Keep in contact with members throughout the year and not just when they are up for renewal. Make sure all members are invited to chapter activities and socials. Pair new members with more experienced members so they become familiar with your chapter projects and events. Give everyone a chance to share their opinions and ideas - it's not necessary to always do something the same way. A new project can rejuvenate a chapter and attract new members. You may want to hold a R-Night (renewal night) each trimester to honor the members that are due to renew. Hold the R-Night early in the trimester so you can turn in your renewals by the "early bird" deadline. Don't assume members will contact you if they plan to renew. At the beginning of each trimester, look at the members due NEXT trimester and contact each member up for renewal. Let them know they are appreciated and that you would like to see them renew their membership. Members may think they are not important to the chapter if no one asks them to renew. A personal invitation to renew is an absolute must!

One of the best resources available for your use is the Membership Manual. It is a detailed guide for recruitment, orientation, activation and retention. The manual contains forms, exercises, and suggestions to help you through the year. For ideas on membership activities, check out the Membership VP's CIP and webpage on mnwt.org. There is also many ideas listed in the Chapter Projects in the Resources section of mnwt.org.

SPECIFIC RESPONSIBILITIES OF A MEMBERSHIP VICE PRESIDENT

1. Oversee all activities related to membership. For a successful membership program, include and understand the importance of all four areas of membership: Recruitment, Orientation, Activation and Retention.
2. Attend board meetings regularly to discuss membership progress. Work with the board to establish membership goals, using the Growth Plan, which can be found on mnwt.org, in this manual or in the Membership Manual.
3. Report at general meetings on membership activities. Keep members informed with articles in the newsletter. Oversee (but not necessarily chair) all membership activities. Get as many members as possible involved in the membership program.
4. Keep track of renewals for the trimester and contact members who are up for renewal. You may also be responsible for collecting dues from those who renew. The billing form is sent to the chapter mailing address. You should get the forms from your chapter president. Renewal forms should be completed and returned with dues money by the “early bird” deadline. Even if no members are due for renewal, the form must be returned to qualify for “early bird” or by the renewal deadline to avoid a late fee.
5. Maintain a chapter roster of current members. This should contain member information such as name, address, phone, email, date joined, and birth date. Please note that any changes in this information should be forwarded to the chapter service center. If addresses are not updated and a NEWSLET is returned, your chapter will be assessed a fee to cover the return charge.
6. Plan and organize membership socials (m-events). This may be done with a committee to assist you. A good membership program includes a membership night and/or social at least once a trimester.
7. Maintain a list of prospectives and contact them on a regular basis to inform them of upcoming chapter meetings, events and socials. Share the list with your chapter and ask them to help keep it updated and contact people.
8. Contact members who have missed meetings to keep them in touch and informed.
9. Work with new members to orientate them and get them active in the chapter. (There is a sample new member orientation in this manual.)

10. If your chapter has a buddy system (such as Big Sis/Little Sis), you may be in charge of this. This is a way to help a new member learn more about Women of Today and your chapter by pairing them with a more experienced member.

GROWTH PLAN

- I. **Set your goals** - How many members would you like your chapter to have at the end of the year? Write that number here. _____
- II. **Where are you starting from?**
1. Write down your May base. _____
 2. Look at your chapter roster or Activation/Retention Checklist. Count up the number of members due each trimester and write those numbers below.
 Due Tri 1 _____ Due Tri 2 _____ Due Tri 3 _____
 3. Now look at the names. Count up how many you know will renew.
 Renew Tri 1 _____ Renew Tri 2 _____ Renew Tri 3 _____
 4. Total the Renew Trimester numbers. _____
- III. **Look at the impact of renewals on your goal.**
1. Subtract the Renew Trimester total from your Goal. _____
 This is how many new members your chapter will need to meet your goal. You can lower this number if you renew (reactivate) more of your current members.
 2. Estimate when you will get those new members. Spread them out over the 3 trimesters. (note: NMA=new member add)
 NMAs Tri 1 _____ NMAs Tri 2 _____ NMAs Tri 3 _____
- IV. **Set some trimester goals** - Check your progress every trimester!

First Trimester	Second Trimester	Third Trimester
May Base _____	Ending Base (1 st Tri) _____	Ending Base (2 nd Tri) _____
minus Due Tri 1 _____	minus Due Tri 2 _____	minus Due Tri 3 _____
plus Renew Tri 1 _____	plus Renew Tri 2 _____	plus Renew Tri 3 _____
plus NMAs Tri 1 _____	plus NMAs Tri 2 _____	plus NMAs Tri 3 _____
*****	*****	*****
equals Tri 1 Goal _____	equals Tri 2 Goal _____	equals Tri 3 Goal _____

NEW MEMBER ADDS AND TRIMESTER RENEWALS

The Minnesota Women of Today tries to manage its growth just as your chapter does. Each trimester, your chapter will receive a Trimester Billing and a Quickcheck Worksheet. These forms contain a list of your members up for renewal in the current trimester and the next trimester. On the last day of each trimester (August 31, December 30 and April 30), we take a snapshot of our membership progress. This is referred to as “trimester close-out.” To achieve accuracy, we need your most current membership information on a timely basis.

REGISTERING NEW MEMBERS

1. New members are credited monthly when the information AND the dues (or phone/email commitment to pay them) are RECEIVED in the Chapter Service Center by the last day of the month. For example, a member signed April 21 and dues received in the Chapter Service Center on April 26 is considered an April member. However, a member signed June 27 whose dues are mailed June 29 and received July 1 counts as a July member.
2. When sending in new members on or after the 25th of the month, call the Chapter Service Center to make sure they are credited correctly. In the example above, the member would be a June member if her information was called in before midnight on June 30.
3. The information needed when calling or sending in a new member includes: full name, address, birth date, telephone number and email address. This information should be submitted on an Add/Change form and returned with the dues money.

RENEWING MEMBERS

1. Your chapter is responsible for returning a copy of the Trimester Billing Form to the Chapter Service Center. Indicate with an “R” the members that are renewing. Send a check for the renewal dues along with the form.
2. There are two important deadlines for renewals:
 - a. Early Bird renewal is the fifteenth day of the third month of the trimester (July 15, November 15 and March 15). If the fifteenth day of the month is a Sunday, the Early Bird date moves to the Monday following (or the sixteenth day of the month).
 - b. Renewal deadline for mailing your chapter renewals is the fifteenth day of the fourth month of the trimester (August 15, December 15 and April 15).

3. There are several important guidelines relating to renewals:
 - a. Both of the above renewal deadlines are postmark dates. The date stamped on your mailing cannot be later than the deadline date.
 - b. If no one is renewing or due for renewal, you still need to send the Trimester Billing Form to the Chapter Service Center.
 - c. If your chapter's renewal status changes after the 15th, call the Chapter Service Center. Changes can be made until midnight; the last day of the trimester.
 - d. If renewals are postmarked after the deadline date, a late fee is assessed to the chapter to cover costs of follow-up phone calls and mailings.

NEW MEMBER ORIENTATION OUTLINE

Purpose - The purpose of this orientation is to help new members:

- Become acquainted with this organization and how it works
 - Look at their talents and interests and see how to use them within the organization
- I. Minnesota Women of Today Mission Statement and Creed:
- A. The Mission of the Minnesota Women of Today is to help women improve their own lives and the lives of the people in the communities around them. The organization shall be a place in which young women are actively encouraged to become involved and hold positions of leadership.
 - B. The organization shall provide opportunities for members:
 - 1. To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
 - 2. To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
 - 3. To develop friendships and to find personal support within the organization.
 - C. We, the Women of Today are Service, Growth and Fellowship. We believe that through us, great lessons can be learned, worthy deeds performed and a hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.
- II. History of Women of Today:
- A. We began as Mrs. Jaycees organization in 1949 in Minnesota.
 - B. We became an independent organization, the Women of Today, in 1985.

III. Organizational Structure:

A. United States Women of Today

1. The national organization has 13 member states as of March 2017.
2. The United States Women of Today Creed: We, the United States Women of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents and stand united by our friendship and belief in the future.

B. Minnesota Women of Today

1. We maintain a strong support system by providing individual chapters with educational information, fundraising ideas and membership encouragement.
2. Membership:
 - a. Anyone over the age of 18 can be a member
3. State/National dues:
 - a. \$50 per year (\$45 state and \$5 national)
4. The State NEWSLET is sent to all members four times a year.
5. State Conventions are held three times a year.

C. District

1. Chapters throughout the state are organized into districts to promote communication and mutual support.
2. There are ____ chapters in this district. They are _____.
3. District meetings are held three times a year.

D. Chapter

1. General membership meetings are held on the (day) of the month at (time) at (place).
2. Board meetings are open to all members and are held _____.
3. Local Chapter dues are \$_____.

IV. Local Structure

- A. The local board may consist of:
 - 1. President - plans and runs meetings.
 - 2. State Delegate - keeps chapter informed about district and state matters.
 - 3. Internal Vice President - supervises programming areas that benefit the local chapter and its members.
 - 4. External Vice President - supervises programming areas that benefit the community.
 - 5. Membership Vice President - supervises areas of recruitment, activation, orientation and retention.
 - 6. Secretary - records minutes of business meetings and handles correspondence.
 - 7. Treasurer - manages chapter finances.
 - 8. Parliamentarian - promotes efficient business meetings through Robert's Rules of Order.
- B. Local Program Managers (LPMs) oversee programming areas in which the chapter participates.
 - 1. Internal areas benefit the local chapter and its members. The following are the internal areas that the state organization supports:
 - a. Living and Learning-promotes participation and provides information and project ideas in the areas of personal growth of members. Also promotes the Effective Writing, Speaking and Impromptu competitions and oversees invocations and benedictions at meetings.
 - b. Records and Recognition: recognizes members for their accomplishments and encourages accurate record keeping.
 - c. Public Relations: promotes Women of Today to the community through various media and other sources.
 - d. NEWSLET: produces local chapter newsletter to keep members informed.

2. External areas benefit the community and foundations supported by Women of Today. The following are the external areas which the organization supports:
 - a. Women's Wellness: promotes women's health education, March of Dimes Walk and up to two health areas and one foundation.
 - b. Community Connections: encourages chapter involvement in your local community. Promotes True Friends.
 - c. Youth of Today: promotes activities that allow youth to discover and experience volunteering.
 - d. Priority Project: promotes community education and fund raising for this foundation. This area is chosen by the membership every three years.
3. Membership area encourages recruiting and orientating new members, developing friendships, and getting involved in the chapter.

V. General Pointers for Members

A. Member involvement:

1. Regular attendance at general meetings is strongly encouraged.
2. Whatever your level of involvement, we are glad to have you!
3. Do not be afraid to chair a project - maybe try co-chairing.

B. Miscellaneous Tips:

1. Reporting at meetings:
 - a. Be prepared - summarize, write it down for the secretary.
 - b. Be creative and have fun (Use a prop, try a skit.)!
2. Bring up new ideas at a meeting in the form of a motion. Begin with "I move to..." and go on to state your idea.
3. Use your chapter newsletter. It is a great communication tool.

C. Please share your reasons for joining Women of Today and let us know how we can direct your interests.

Congratulations! You are now oriented in the Women of Today. Don't be afraid to ask questions, as there is always someone to help. Welcome to our chapter!

BIG SIS/LITTLE SIS PROGRAM

The Big Sis/Little Sis program was designed to match up a new member with an experienced member, who will acquaint the new member with Women of Today. The purpose of the program is to make the new member feel a part of the chapter and give her guidance so she will become active. This program has been proven to be effective in retaining new members. If they understand the organization, they are more apt to become and stay involved.

Setting up the Program:

1. Decide who will be in charge of this program in your chapter. Your membership vice president is the most likely person.
2. Make a motion at your meeting to approve this program. ("I move that our chapter participate in the Big Sis/Little Sis program.") Explain the program in detail and hopefully the chapter will pass the motion.
3. Ask for volunteers to be a Big Sis. The requirements are to have enthusiasm for the organization and be willing to make a commitment of six months to help the new member become active. A Big Sis should have been a member for at least six months and be familiar with many aspects of Women of Today.

Implementing the Program:

1. Set up the pairs. The Big Sis should not be the new member's recruiter or close friend. The intent is to add to the list of members the new member knows.
 - a. Give each Big Sis a copy of the letter, *Welcome to the Big Sis/Little Sis Program*. This includes instructions and an Incentive Sheet, which gives the Big Sis all the information she will need to do her job.
 - b. Give each Little Sis a copy of the letter, *Welcome Aboard*. This will explain the program to her so she knows what to expect.

2. Keep them focused. Your job is to ensure that the Big Sis knows her job is important and feels a sense of responsibility in performing it.
 - a. Put notes in your chapter newsletter as reminders or you could highlight Big Sis/Little Sis activities that have been done. There are sample Big Sis/Little Sis newsletter articles in the Membership Manual.
 - b. Check on the pair's progress along the way. Make sure there is some activity going on.
 - c. The Big Sis should be encouraged to participate in the orientation for her Little Sis.
 - d. Give thank you notes at meetings for pairs who sit together or complete a suggested activity.

Finishing the Job:

1. Recognize the pairs who have completed the Incentive Sheet with a note in the newsletter and a small gift at your meeting.
2. You may wish to hold a “graduation ceremony” at a meeting to honor the Big and Little Sis when their six months is up. At this point, the pair should have completed their Incentive Sheet and are ready to graduate.

WELCOME TO THE BIG SIS/LITTLE SIS PROGRAM

Thank you _____ for accepting a position as a Big Sis.

The Big Sis/Little Sis program was designed to help make the new member feel more comfortable and become informed. This will enable her to become more active and feel a part of Women of Today. There are not any requirements that HAVE to be fulfilled. Being a Big Sis does not mean that you are required to attend everything with your Little Sis. Being a Big Sis does mean that you will make an effort to reach out to this new member and give her encouragement. This program will continue for six months from the date the new member joined. You are doing a great service to this new member by agreeing to be her Big Sis. Thank you again!

Your Little Sis is: _____ Phone # _____

Your Little Sis has received information about the Big Sis/Little Sis program along with your name and phone number. She has been told that you will be available to answer any questions she might have. The following is the Big Sis/Little Sis Incentive Program. It will give you suggestions to help you get to know each other better. You may also include ideas of your own on the blank lines. Both of you should initial next to the activity to verify completion.

BIG SIS/ LITTLE SIS INCENTIVE SHEET

- ___ ___ Sit next to each other at a general meeting.
- ___ ___ Big Sis - do the new member orientation for your Little Sis.
- ___ ___ Big Sis - send a note to say "Hi."
- ___ ___ Exchange a recipe.
- ___ ___ Work on a project together.
- ___ ___ Share a ride to any Women of Today function.
- ___ ___ Attend Women of Today meeting or event outside our chapter together.
- ___ ___ Big Sis make a "just called to say Hi" phone call.
- ___ ___ Find out each other's middle name.
- ___ ___ Big Sis - put a note in the newsletter to your Little Sis.
- ___ ___ Go out for a cup of coffee or a bite to eat together.
- ___ ___ Have a picture taken together for the chapter scrapbook.
- ___ ___ Co-chair a project together.
- ___ ___ _____

When you have completed at least 10 items,
return form to your Membership VP.

WELCOME ABOARD

Being a new member in the Women of Today can be confusing and a little scary. We hope that your experience in the _____ Women of Today will be fun as well as educational and fulfilling. In order for you to understand and become aware of the different programs we offer, a "Big Sis" is assigned to each new member.

Your "Big Sis" is:

_____ Phone # _____

This is an overview of the Big Sis/Little Sis program.

Your Big Sis:

- Will sit with you at membership meetings and answer your questions.
- Will call you between meetings, or you can call her if you have any questions.
- Will offer to give you a ride to the meetings.
- Will tell you about events coming up and encourage you to attend.
- Will introduce you to members you do not know.
- Will explain some of the programming areas and help you begin participating in them as soon as possible.

Things you should know:

- This program is designed to help you feel a part of Women of Today. There are not any requirements that have to be fulfilled.
- Your Big Sis is responsible for helping you become acquainted and familiar with our organization. She may not be able to attend every event.
- Feel free to ask for help from your Big Sis.
- This program will continue for six months from the date you join.
- If you do not feel that you are learning as much as you would like, or if you are not finding out about events and activities, there are other people you can call:

Membership Vice President:

Chapter President:

GUIDELINES FOR THE GENERAL MEMBER

Here is what you can do, and should do, to be the best possible member that you can be! These pointers show what you can expect of others and what others will expect of you.

1. Try to attend as many meetings as you can. It's important that YOU be there, because you have something unique to offer. It does make a difference whether you are there or not. If you have to miss a meeting, call the president or secretary to get filled in on what you missed. If you receive a "missed you" note, agenda, or minutes be sure to read them.
2. Volunteer your help whenever you can. It's hard to ask for chairs or committee members all the time and it's so nice to see members volunteer.
3. Let people know where your interests are - where you especially would like to help. Spend some time thinking where that true interest is. Also, consider tackling an area where you have not worked before. At least you can then say you tried it, and you will have gained experience. Also, try co-chairing a project with someone you have not worked with before.
4. Work with the president and board members to achieve success. The responsibility is everyone's. Let them know your feelings and share your knowledge. If you know of some prospective members, let the membership vice president know. Encourage them to attend meetings and activities.
5. Use a calendar. You can then volunteer for projects and know that you don't have a conflict with personal or other commitments.
6. If you have a chapter newsletter, submit an article, quote or recipe once in a while. A little humor never hurts either. It is a pleasant addition and makes the newsletter that much more interesting. The editor will appreciate your efforts.

7. **BE POSITIVE.** Try something new or different as a chapter. Be courteous; listen when people are talking. Go out of your way to meet new members, but don't forget the others. Try to be receptive to new ideas. Be kind; direct your comments to the issues, not the person that is speaking. It is so easy to hurt feelings and not so easy to make up for hurting those feelings. Avoid negative thoughts and comments.
8. Don't be afraid to speak up. When the president calls for a discussion, contribute if you have something to say. It might not get said if you don't say it and it might be too late if you wait.
9. Say "thank you." Remember those who have done a good job or helped on projects that you have chaired. It is this kind of caring and sharing that builds friendships and chapter unity.
10. **DON'T GOSSIP!** This is the surest way to create friction in a chapter. It is vicious and yet it is sometimes hard not to. Try to give someone the benefit of the doubt – as many times as necessary. If you hear something negative, don't pass it on. Put yourself in that other person's shoes. How would you feel if they were talking about you?
11. This is a volunteer organization and everyone gives what he or she feels they can. Be happy for whatever other members give; they are not being paid for it. When we all do something, the job gets done!

WHAT KIND OF MEMBER ARE YOU?

Are you an active member, the kind that would be missed?
Or are you just content that your name is on the list?

Do you attend the meetings and mingle with the flock?
Or do you stay at home and criticize and knock?

Do you take an active part to help the work along?
Or are you satisfied to be the kind that just belongs?

Do you ever voluntarily help at the guiding stick?
Or leave the work to just a few and talk about the clique?

Come out to meetings often and help with hand and heart.
Don't be just a member, but take an active part.

Think this over member - you know right from wrong.
Are you an active member, or do you just belong???

