

Glossary of Terms

Active Member	A Women of Today member who regularly attends meetings and works on projects.
Add & Change Form	A form to be completed by the first of the month following the adding of a new member; individual member information may also be changed using this form.
Administrative Vice President (AVP)	Appointed position; supervises District Directors and State Delegates; serves on the Future Directions Committee.
All American Chapter	A USWT program designated to provide recognition for those WT chapters that have planned and accomplished a well-rounded program of projects and activities.
Ambassador Award	USWT honor presented to an outstanding member; the highest recognition that can be bestowed on a member.
Annual Convention	MNWT Convention held in May for the purpose of electing the State President and State Treasurer, and for year-end awards recognition.
Area Meeting	Held once each year in the spring, the purpose of which is to meet the candidates for State President and State Treasurer, offer training and to meet with the current State President.
Article of Incorporation	Articles of law governing the national, state district and local organization.
Awards Committee	Committee to work with Living & Learning, Community Connections and Youth of Today State Program Managers in regards to individual recognition awards in their area. Shall oversee judging process, script write-ups, power point presentations and assist the Executive Director where needed.
Bid	An offer to host an event or meeting; an offer to become a program manager on the state or national level, or a state-sponsored programming area.
Board of Directors	Consists of President, Vice President(s), Secretary, Treasurer, State Delegate, immediate Past President, and any elected directors.
Builder's Club	\$10,000 endowment program whereby individuals, groups of people or business may pledge \$500, \$300 or \$100 as a tax-deductible contribution to the Foundation, payable over a three-year period; once the pledge is completed, the contributor's name will be listed on a plaque at the Chapter Service Center.
Bylaws	Articles of law governing the entire operations of the organization.
Chair	The individual charged with the responsibility of the completion of a project; heads a committee and provides motivation for its members.

Chairman of the Board	Immediate Past State President; Elections Committee chair; serves as Historian for MNWT; acts as liaison between USWT and MNWT; ONTO Committee chair for National Convention.
Chapter	A local organization of the Women of Today.
Chapter Attendance Award	Recognition given to the chapter having the highest percentage of members present at a meeting.
Chapter Grants Program	Designed to give a chapter the funds needed to do a special project they would be unable to run without financial aid; applicants must donate \$25 to the Foundation to be eligible to apply for a grant, which is presented at Winter State.
Chapter Information Packet (CIP)	Information on all state programming areas and other items of interest; given to chapters at each state meeting. Full CIPs will be distributed at MNJOTS. Summary CIPs will be distributed at Summer Awards, Fall State and Winter State. All CIPs will be available on the MNWT website.
Chapter Mailing	Mailing by the State Secretary to the local chapter presidents and executive council members; contains minutes of the state Business Meetings, executive council Meetings, highlights of state activities, reminders, deadlines, forms, etc.
Chapter Management	Effective, efficient and proper use of resources to accomplish a predetermined objective.
Chapter Management Vice President (CMVP)	MNWT appointed position that works with the TLC Chapters, supervises the Gold Team, promotes the use of chapter management tools, and coordinates LOTS.
Chapter Mile Award	Recognition given to the chapter traveling the furthest distance to attend a meeting.
Chapter Service Center (CSC)	Headquarters of the Minnesota Women of Today; staffed by an Executive Director who is a resource person for chapters and individual members.
Charter	Certificate given to a new chapter when it officially becomes a member of the Minnesota Women of Today.
Cheryl L Anderson Memorial Scholarship	Given at Summer Awards, this \$500 scholarship is awarded to a deserving member of the organization of at least two years who is seeking higher education and is in need of financial assistance.
Communication Log	A log that records the outgoing and incoming written and verbal communication.
Community Connections	Program to encourage chapter involvement in their local community (e.g. food shelf, a civic project, senior citizens, adopt-a-family). Promotes Friendship Ventures, the Outstanding Person with Developmental Challenges Award and national programming areas that do not fall under any MN programming area.

Community Connections Awards	Awards given to chapters under the Community Connections Programming Area. Joint Ventures for work with another organization, Community Impact for work within your community and Civic or environment project for other projects.
Conventions	State meetings held four times each year: Summer Awards in August, Fall State in November, Winter State in February, and Annual Convention in May.
Community Involvement	Women of Today activities aimed at the improvement of the community.
District	A group of chapters under the supervision of a District Director.
District Director (DD)	A state officer that works directly with the local chapter presidents, presides at all district meetings and serves on executive council as a voting representative.
Effective Speaking	A Personal Enrichment Program to offer all Women of Today an opportunity to develop their speaking abilities; competition is held at state meetings.
Effective Writing	A Personal Enrichment Program to offer all Women of Today an opportunity to develop their writing abilities; competition is held at state meetings.
Elections Committee	A committee that sets the basic rules for the campaign and elections process.
Executive Council	State-governing body consisting of state staff officers, state program managers and district directors.
Executive Director	Permanent position; serves as resource for chapters through the CSC.
Expense Voucher	A form completed and given to the treasurer for reimbursement of expenses per the approval of the president or project chair.
Extension	The establishment of a new Women of Today chapter.
Extension Fund	Established to provide needed financial assistance to new chapters; consists of a matching fund grant program available to a chapter within its first 120 days of existence and a no-interest loan available to a chapter within its first two (2) years; awarded as needed in the amount of up to \$100 with the recommendation of the Extensions Director and subject to approval of the Foundation's Board of Directors.
Extensions Director	Appointed position; assists chapters with extensions process and follows through with newly extended chapters; promotes chapter extensions.
External Programming	Projects or events run for the benefit of the local community or state-endorsed foundation; MNWT areas include: Community Connections, Jacob Wetterling Foundation, Women's Wellness and Youth & Community Involvement.

External Vice President (EVP)	Administrator of external programming who supervises the external program managers; the MNWT appointed position that serves on the Future Directions Committee, is the liaison between MNWT and foundations we serve, and serves on the MNWT Foundation Board.
Fall State	MNWT Convention in which the main focus is enrichment sessions offered to the membership.
Finance Committee	A standing committee that oversees the budget and financial operations of the organization; sets the annual budget for the organization and is chaired by the treasurer; state committee members include the State Treasurer, Ways & Means SPM, immediate past State Treasurer and five to seven additional members.
First Timer	Member attending their first meeting.
Focus on Women (FOW)	USWT internal programming area that educates and promotes issues relating to women.
Forum	Group meetings held on various informative subjects at meetings.
Foundation, Minnesota Women of Today	Incorporated entity that provides a means for individuals and businesses to donate to the Women of Today and receive a tax benefit; committee that provides financial assistance to the MNWT to supplement our programs.
Founder's Day	Celebration of the anniversary of the founding of the USWT on July 1, 1985.
Friendship Day	Promoted by the Membership VP to recognize the importance of fellowship within the chapter; celebrated on the first Sunday in August.
Future Directions Committee	A state-standing committee that studies where the future of our organization should go; evaluates how we operate, our programming areas and what we offer to better improve our organization; subcommittees include: Marketing Committee, Membership Management Committee, Manual Review Committee and Finance Committee.
GOLD Team	A group of members that have many talents and a great deal of experience who are willing to share with local chapters.
Growth Plan	A schedule of planned membership growth; details membership activity for the year.
Honorary/Lifetime Member	Membership conferred upon an individual whose contributions to the organization have been so outstanding as to merit this honor.
In-Chapter Extension	Acquired by signing four (4) new members into a chapter in a period of one calendar month.
Institutional Chapter	A Women of Today chapter that exists within a confining rehabilitative center or a job training facility.

Internal Programming	Areas, which are primarily for the benefit and service of our members: MNWT areas include: Living & Learning, NEWSLET, Public Relations, Records and Recognition, and Ways & Means.
Internal Vice President (IVP)	Administrator of internal programming who supervises the internal program managers; the State IVP is an appointed position and serves on the Future Directions Committee.
Key, (Gold, Silver and Bronze)	Individual awards shall be given to outstanding State Staff, State Program Managers, District Directors, Local Presidents, new Local Presidents, State Delegates and new State Delegates as judged by the Year-End Entries.
Key Woman	MNWT recognition of an outstanding member.
Living & Learning	Programming Area that promotes participation and provides information and project ideas in the areas of personal growth of members; intellectually, spiritually, civically, and through family. Also promotes the Effective Writing, Speaking and Impromptu competitions and oversees invocations and benedictions at meetings.
Local Officer Training Sessions (LOTS)	Seminar for the orientation of chapter officers held in May.
Manual Review Committee	Subcommittee of the Future Directions Committee established to oversee the development and review of all manuals produced by the MNWT; anyone wishing to publish a manual must have it reviewed and approved by this committee, which oversees the three-year manual review cycle.
March Planning	State-sponsored meeting for the review of the next WT year's activities.
Marketing Committee	Committee established to promote MNWT externally; activities include informational booths at expos, developing media kits and new brochures, and providing promotional materials at state-sponsored events; comprised of representatives from across the state and several executive council members including the PR SPM.
Meeting	A session conducted by the officers of the organization within the bylaws of the organization; local meetings are usually held monthly, while district and state meetings are held quarterly, and national meetings are held bi-annually.
Member in Good Standing	An individual at least 18 years old whose dues are paid.
Membership Management Committee	Established in January 1984, this subcommittee works with the state president and her team to generate interest and excitement in meeting membership goals; additional objectives are to find ways to increase chapter size, improve retention, assist with extensions, and to internally market our organization.
Membership Vice President (MVP)	Administers the Growth Plan; the State MVP is an appointed position and serves on the Membership Management Committee.

Minnesota June Officer Training Sessions (MNJOTS)	Meeting of the executive council in early June for purposes of orientation, training, motivation and business meeting.
Mid-Year Meeting (USWT)	A meeting of the USWT Board of Directors held in fall from Friday to Sunday.
National Convention	Annual USWT year-end meeting held the second full weekend in June from Thursday to Sunday.
NEWSLET	The official publication of the Minnesota Women of Today: issued four times each year.
Newsletter	A publication of the chapter or district used to keep its members informed of Women of Today news and meetings.
ONTO Committee	MNWT committee, which promotes attendance at the national meetings.
Orientation	The ongoing function of educating members about the Women of Today organization, its benefits and opportunities offered to the individual member.
Outstanding Young Adult Award (OYA)	Young adults (grades 9-12) honored at Winter State for their volunteer contributions to the communities.
Outstanding Young Adult Scholarship	Provides scholarships for the OYA recipients.
People, Activities, Learning & Sharing (PALS)	MNWT program where chapters are matched according to chapter size and population to communicate with each other and share ideas, etc.
Parliamentarian	Advisor to a chair or presiding officer regarding parliamentary procedures; oversees parliamentary procedures at meetings of the corporation; responsible for review of bylaws and policies (Bylaw Review chair); on the state level this is an appointed position; on the local level it is usually the past president.
People with Developmental Challenges Outstanding Individual Award	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 no less than three (3) entries received by the publicized deadline date.
Personal Enrichment Program (PEP)	Self-development program aimed at teaching, developing and increasing the individual member's personal and leadership skills.

Presidential Assistant	Appointed position who assists State President in any activities (s) he deems necessary; compiles the executive council Directory.
Presidential Medallion	Awarded to members of the executive council, local presidents and state delegates who are recognized for outstanding contributions and leadership.
Presidential Pin	Awarded to only 100 recipients on the state and national level who are recognized for outstanding contributions and leadership in the Women of Today.
Plan of Action	Plans made by the President and Board of Directors for the coming year.
Policies	Defines specific additional areas, not in the bylaws, under which the organization operates.
President	Presides at meetings of and supervises activities undertaken by this organization; elected in May on the state level and usually in April on the local level.
Priority Project	MNWT programming area, which is emphasized for three years as part of the external programming; bids are submitted at Summer Awards, voted on at Fall State and adopted at the beginning of the next WT year.
Program Manager	An individual who oversees one of the internal or external programming areas on the local (LPM), district (DPM), state (SPM) or national level.
Project	An event or activity organized by a chair for purposes of education or fundraising; can be done on the local, district, state or national level.
Project Fair	MNWT internal and external programming area exhibits, displayed at Summer Awards, to assist chapters in learning about programming and to get ideas on projects or activities for the year.
Project of the Quarter	Project submitted by the local chapter on the district or state level at each quarterly meeting for awards purposes.
Project Recognition	Form filled out for competition at the national level; includes description of the project and how it was developed and conducted.
Prospective	A community member interested in the Women of Today who attends a meeting or event.
Public Relations (PR)	An internal programming area promoting the organization; not to be confused with publicity that is just one of the methods used in communicating image.
Quarterly Dues Billing	Forms sent quarterly by the Chapter Service Center that indicate the number of members who are due.
Quorum	Number of members necessary to conduct business at a meeting; usually a simple majority, but bylaws may specify otherwise.

Records and Recognition (R&R)	MNWT internal programming area promoting record keeping of events, projects and activities; coordinates submission of Project of the Quarter and coordinates chapter's Success System submission.
Retention	Renewing of an individual's membership for another year.
Robert's Rules of Order	A guide book of parliamentary procedure written by General Henry A Robert (US Army) in 1884; provides for the protection of the rights of the minority, individuals and those absent in the conduct of the meetings.
Secretary	Records and distributes minutes of all meetings; coordinates PALS program; on the state level this appointed position compiles Chapter Mailings, state Plan of Action, and the Book of Forms.
SODA	Schedule of dues admissions that are given to each state at the first of the year.
Sponsorships	Financial, material or physical support of Women of Today programs by an outside individual, group or firm.
State Staff	Consists of the State President, Administrative VP, Membership VP, Chapter Management VP, Internal VP, External VP, State Treasurer, State Secretary, Extensions Director, State Parliamentarian, Chairman of the Board, Executive Director and Presidential Assistant.
Strategic Planning Committee	Established in 1988 this subcommittee of the Future Directions Committee is tasked with developing a long-range vision for the MNWT; focus groups throughout the state will seek input from all members; this committee will develop a strategic plan for approval by membership.
Straight River Scholarship	A scholarship up to \$400 is given to assist a person to enter or continue in an educational program where his/her goal is to improve or enhance the skills of the physically or mentally disabled individuals.
Success System	A chapter management tool for chapters to use in planning activities and programs; provides a checklist of what a chapter offers to its members; competition among the chapters in the state where points are earned and a ranking established.
Success Through Enthusiastic Participation (STEP)	A USWT management tool and programming area that aids in activating members in chapter, district and state activities; STEP I is available for new members within their first 90 days; STEP II is available for new members within their first year; STEP III is available for members after their first year.
Summer Awards	MNWT meeting held in August for the purpose of orientations, project fair and awards.
Sunshine	Sending cards, gifts, etc. for good cheer, babies, illnesses, etc.
Sustaining Members	Program that allows for individuals to be recognized as annual contributors to the Foundation with a yearly tax-deductible donation of \$25.

Today's Leader	The official newsletter of the USWT; published bi-monthly and distributed to the USWT board of directors, all local chapters, USWT Foundation president, and USWT ambassador president.
Treasurer	Prepares budget; Finance Committee chair; supervises W&M program manager; on the state level this position serves on the MNWT Foundation Board and is elected in May.
US Staff	Includes the executive committee, directors, program managers, presidential assistants and chaplain.
Ways & Means (W&M)	An internal programming area promoting fundraising projects; can be on the local, district and state level.
Web Master	A member with the background and knowledge of sustaining a website for the Minnesota Women of Today. Approved by the Executive Council and reviewed yearly, reporting to the Executive Director.
Winter State	MNWT meeting held in February for the purposes of honoring Community Connections, Outstanding Young Adults, People with Developmental Challenges and Women Who Impact.
Women of Today Week	Observed the last full week in September.
Women Who Impact Award	Designed to honor women in three categories Women Who Impact: 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.
Women's Wellness (WW)	MNWT external programming area promoting women's health education; promotes March of Dimes Walk America; may promote up to two (2) health areas and possibly one additional foundation.
Youth of Today	MNWT external programming area promoting ideas and activities that allow youth to discover and experience the importance of volunteering. Also promotes the Outstanding Young Adult program, Kids Week and foundations related to youth activities.