

CHAPTER PRESIDENT

The Chapter President is the Chief Executive Officer and Chief Operating Officer of her Chapter and responsible for maintaining Chapter Standards and providing strong, positive and supportive leadership to the Chapter. She presides over the monthly meetings and the Chapter Board. The President is a role model for all members as well as a mentor to the members of the Executive Committee.

The Chapter Board includes the President and all Vice Presidents. The Executive Committee includes the First and Second Vice Presidents, Vice President Administration and Vice President Finance.

Responsibilities of the Chapter President include:

- Holding regularly scheduled Board meetings for the purpose of conducting Chapter business and planning for the success of the Chapter and members.
- Presiding over the monthly meetings
- Working with the Vice Presidents to facilitate their specific responsibilities to the Chapter and the members
- Adhering to the Chapter Standards
- Participation in the WOVl Executive Council Meetings, or sending a designated alternate
- Appointing of committees necessary to the efficient and successful operation of the Chapter
- Appointing of a Nominating Committee two months prior to Annual Election of Chapter Officers Election of Chapter Officers should be held in September or prior to the Annual Leadership Summit
- Working with Vice President Finance to ensure fiscal responsibility to the Chapter and members
- Working with the Vice Presidents to ensure Chapter reports and new member applications, etc., are processed and submitted in a timely manner.
- Mentoring of the Vice Presidents for their respective responsibilities to the Chapter and to WOVl, Inc.
- Following up with the Vice Presidents whose responsibilities to the monthly meeting are critical, to make sure they have performed their duties in a timely manner.

CHAPTER VICE PRESIDENTS

The First Vice President, Second Vice President, Vice President Administration, and Vice President Finance serve as members of the Executive Board. The following mentor the elected (or appointed) vice presidents of the chapter board as indicated

First Vice President

1. Vice President Programs
2. Vice President Communication

Second Vice President

1. Vice President Mentoring
2. Vice President Membership
3. InterestRings™ (see below)

Vice President Finance

Vice President Member Services

In the instance of a vacancy in any of the vice president chapter board positions, the vice president mentoring that position is responsible for fulfilling the obligations and responsibilities of the vacant position until the position is filled. In the instance the vacant position is either the First or Second Vice President, the President assumes responsibilities for that position until the vacancy is filled.

Additionally, the First Vice President shall be the chair of board meetings or monthly chapter meetings in the absence of the President. In the rare instance that both the President and First Vice President are absence, the Second Vice President serves as presiding officer.

Additional duties of the Second Vice President include coordination of local InterestRings™ as indicated below.

InterestRings™

- Assign facilitators to InterestRings as needed to serve the needs of the Chapter members.
- Communicate with facilitators to determine success of each ring.
- Determine possible need for additional InterestRings. Request implementing of an InterestRing not yet established or defined by WOVI, Inc. to the Chapter President who will present request to WOVI, Inc.
- Work with Vice President Communications to promote InterestRings.
- Check WOVI website to verify accuracy of InterestRings meetings information
- Reinforce policy that guests may visit only twice before joining WOVI.
- Working with Vice President Membership, promote InterestRings to potential members as an introduction to WOVI.

VICE PRESIDENT ADMINISTRATION

Responsibilities

The Vice President Administration is a member of the Executive Committee and the Chapter Board. She is responsible for recording, submitting for approval, distributing and maintaining records of the official minutes for the monthly membership meetings at which official Chapter business is conducted, Executive Committee meetings, and the Chapter Board meetings.

Monthly Meetings Information

Required for inclusion in official minutes:

- Names of monthly meeting attendees to be included in minutes of meeting or Chapter records.
- Names of new members to be included in minutes of meeting.
- Names of new members participating in orientation to be included in minutes of meetings or Chapter records.

Executive Committee and Board Meetings

- Minutes to be produced and distributed within one week for all Board meetings and Executive Board meetings.
- Minutes of the Board to include those in attendance, those absent, action items, board member reports and committee reports.
- Action Items shall include those responsible for the Action Items
- Minutes of the Board shall include all items voted on or approved by the Board.
- Monthly or quarterly calendar may be produced and distributed to the Board.

Schedule/Timeline

Minutes of a meeting will be circulated electronically for corrections and additions to all in attendance within one week of meeting.

Action items listed in minutes will be circulated within one week of meeting so that all responsible for action items have a record of the assigned responsibilities and tasks.

Minutes will be formally approved at the next meeting, officially signed by the Vice President Administration and hard copy filed for safe keeping as a record of the Chapter's business decisions and discussions.

The original of all minutes shall be handed down to the next Vice President Administration and maintained for historical records.

VICE PRESIDENT FINANCE

Responsibilities

The Chapter Vice President Finance is a member of the Executive Committee and the Chapter Board with fiscal responsibility to the Chapter along with the members of the Executive Committee. In addition to duties as requested and assigned by the board, her responsibilities include:

- Assisting the President and Vice President Member Services in completing and filing of reports required by WOVI, Inc. and governmental entities in a timely manner.
- Reporting at each board meeting
 - Cash flow and statement of accounts
 - Meeting recap information and other meeting reports
- Chairing the Finance Committee
 - Be in charge of chapter funds and their deposit or distribution
 - Forward WOVI, Inc. dues to WOVI headquarters
 - Manage the checkbook
 - Forward credit card transactions to WOVI, Inc.
 - Pay all bills (Two signatures required on check) in accordance with approved budget
 - Record all funds collected and distributed; file with receipts
 - Provide copy of reports to VP Administration for inclusion with Chapter records
 - Archive hard copy of all reports
- Assisting in preparation of the budget
 - Have input as to strategic planning for the chapter
 - Provide reports for review
 - Maintain accurate records for history and planning
- Making financial information available to board members and the public
 - Indicate funds received and distributed
 - File proper state and federal documents and payments
 - Use approved minutes to set up checking account with two signatures required
 - Prepare up to date records for audit at the end of each year.

Schedule/Timeline

All funds received shall be deposited within one week of receipt. Credit card transactions handled by WOVI, Inc. are for dues only.

All bills received shall be paid immediately or within the timeframe required by vendor or payee.

Prepare financial records for audit at conclusion of calendar year.

Report of previous month's financial transactions and year-to-date transactions shall be delivered at the current month's Executive Committee or Board Meeting.

VICE PRESIDENT COMMUNICATIONS

Mentored by the First Vice President

Responsibilities

The Vice President Communications is a member of the Chapter Board, and along with members of her Committee, is responsible for all communications necessary to the success and growth of the Chapter.

- Preparation and distribution of press releases to local media and follow-up to include:
 - Promoting monthly events
 - Announcing special events
 - Promoting the success of the Chapter
 - Promoting community service projects of the Chapter

- Preparation of all information sent to WOVI, Inc. for inclusion on the website.
 - Information regarding monthly meetings.
 - Contact information of Chapter Officers (after annual elections or any subsequent changes)
 - Information about Chapter and/or members for inclusion in WOVI newsletter.

- Set up and maintenance of email groups list for the purpose of:
 - Timely communication to members promoting monthly meetings, other Chapter events, and WOVI, Inc. events
 - Communicating to members regarding Chapter business
 - Other duties as maybe requested or assigned by the Executive Committee

Schedule/Timeline

The following outlines the schedule by which information must be received for inclusion on the WOVI website and recommended distribution for adequate promotion of the meeting for the corresponding month.

Information regarding chapter monthly meetings or other events must be received by WOVI, Inc. at least three weeks prior to the event date for inclusion on the WOVI.com website. This is also the recommended timeframe to begin distribution to advertising channels for adequate promotion of the monthly meeting.

Chapters are encouraged to submit for posting on the WOVI.com website basic information, program topic and / or speaker name, three to six months in advance.

VICE PRESIDENT PROGRAMS

Mentored by First Vice President

Responsibilities

It is the responsibility of the Vice President Programs and her committee to provide quality programs that educate, motivate, inspire the members and further the mission of WOVI.

- Develop a needs assessment from the members of WOVI, guests and friends
- Rank the needs, advise the Executive Board and, with their input, develop monthly programs around the results of the assessments
- Programs can range from an individual speaker, to panel discussions, to round table team interactions. Base format on the topic being considered.
- Seek presenters who are knowledgeable and recognized in their field. Interview them or view their presentation if at all possible. Referrals from reliable sources also help in the selection process. Communicate WOVI's purpose and requirements of them. Strive to continually improve the programs
- WOVI members may present through the year if mixed with greater number of "outside" presenters and their topic meets the needs of the members and the chapter.
- Plan and distribute to the Executive Board the proposed programs quarterly or every six months.
- Obtain speaker's biographical information, title, topic and synopsis of presentation, etc. Forward information to President and Vice President Communications, for distribution and inclusion on the WOVI website.
- As soon as any programs are in place, inform VP Communications and President.
- Arrange for someone to host and/or introduce the speaker each meeting
- Contact speaker to confirm the date and for any special requirements they may need for their presentation. Coordinate with Vice President responsible for facilities
- Develop and distribute an evaluation form for each meeting.
- Review the evaluation form results, summarize and report to the Executive Board.
- Manage Member Spotlight with President
- Coordinate with Vice President Mentoring and/or President on MentoRing exercise

Schedule/Time Line

- January Meeting: Develop needs Assessment
- Rank the needs, advise the Executive Board of the results at the February Board Meeting With their input develop monthly programs around the results of assessments and gain Board approval.
- Three months in advance of meeting: Determine programs and confirm speaker.
- No later than three weeks prior to next monthly meeting, send all information about next presenter to Vice President Communications.
- Send thank you note to speaker and forward any pertinent information from evaluations.
- Two weeks prior to meeting: Arrange for and introducer.
- Week or more prior to meeting. Make reminder contact with speaker, determine any special audiovisual requirements, inform and Vice President in charge of facilities.
- Every meeting: Provide meeting/speaker evaluation forms.
- Report results of evaluations at the next board meeting and obtain feedback.

VICE PRESIDENT MEMBERSHIP

Mentored by Second Vice President

Objective: Membership is one of the key committees within WOVI. The mission of Membership is two-fold: to encourage/influence women of all ages to join WOVI and to retain them as members.

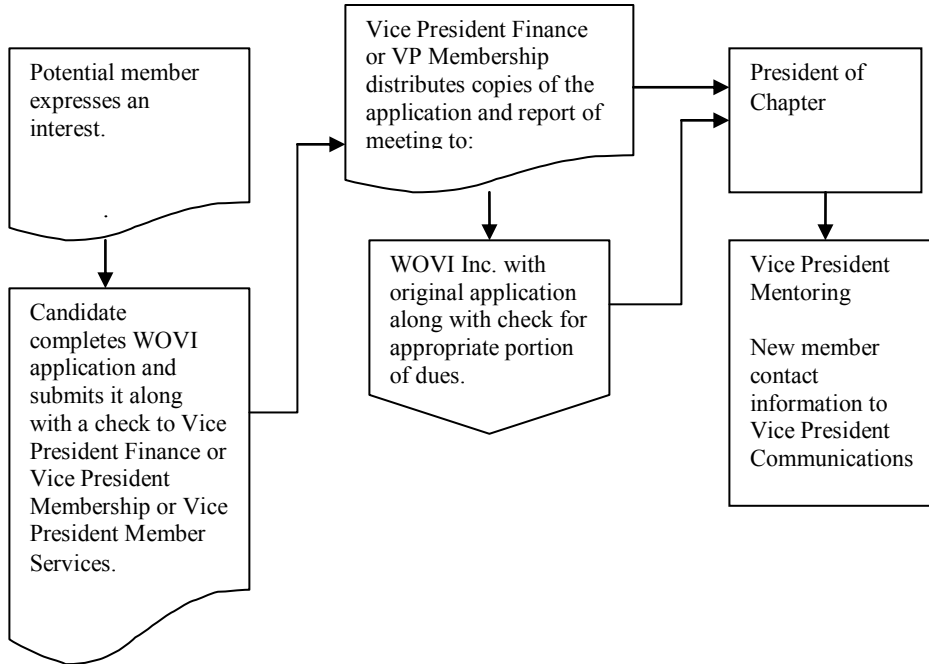
Responsibilities:

The overall responsibilities of Vice President Membership are to recruit new members and to retain current members to the organization. The committee has the opportunity to use various methods to achieve these objectives. Key responsibilities are:

- Initiate programs to increase membership (i.e. membership drives and/or contests)
- Establish a Membership Committee to assist in the drive to increase the membership base.
- Work closely with the Vice President Finance to ensure all new member applications are received and processed.
- Contact the new members and welcome them to the organization.
- Develop programs to ensure retention of members.
- Maintain regular contact with members absent from monthly meetings, encouraging them to participate.
- Implement proactive dues renewal program contacting members who have not yet renewed during the months of February and March and August and September.
- Partner with the Vice President Communications to create marketing programs that promote your Chapter, WOVI and the WOVI brand.
- Poll/survey members on at least an annual basis to determine needs and how the Membership Committee can continue to improve services.
- Deliver new member orientation programs as frequently needed (monthly, quarterly, etc.).
- Work closely with President and Vice President Finance to ensure new members are presented their membership pin and Member Handbook
- Work with Vice President Communications to ensure new members are included on Chapter contact lists.
- Maintain a Chapter roster of paid members and compare with data distributed by WOVI, Inc.
- Work with President and Vice President Finance to ensure information about all new members is transmitted to WOVI, Inc. in a timely manner

New Member Application Processing

The following process is used when a candidate is interested in joining WOVI:



VICE PRESIDENT MENTORING

Mentored by Second Vice President

Purpose

Mentoring is one of the three basic premises of WOVI. The dedicated assigning of mentors and mentees and follow-up on the success or failure of those assignments are critical in maintaining the unique quality of mentoring the organization promises its members.

Responsibilities

The Vice President Mentoring is responsible for mentor/mentee assignments and follow up; establishing a Mentor Committee for ease and expediency of assignments and initiating and overseeing any InterestRings; determining, selecting or requesting the appropriate MentoRing exercise at the monthly meetings; and providing a facilitator for the MentoRing.

Mentor/Mentee Assignments

- Obtain copy of new member applications as soon as member joins.
- Working with Mentor Committee, use information from applications to make assignments.
- Contact members with their assigned mentor or mentee.
- Follow-up with members to ensure mentor/mentee arrangement is beneficial to both.
- Facilitate mentor/mentee connection portion of member orientation.

MentoRing™

- Work with Vice President Programs to decide which MentoRing exercise complements program
- Select MentoRing topic from list of existing MentoRing exercises or request a new topic
- Select member to facilitate the MentoRing.
- Make sure an adequate supply of MentoRing handouts is available at meeting.

Schedule/Timeline

- Make mentor/mentee assignments within three months after member joins.
- Contact mentor/mentee of connection.
- Immediately after monthly meeting: Check with Vice President Programs about the program for the next meeting; determine MentoRing exercise and select facilitator two weeks prior to Monthly Meeting.

VICE PRESIDENT MEMBER SERVICES

Mentored by Vice President Finance

Responsibilities

The responsibilities of the Vice President Member Services include Registration and Facilities. The Registration responsibilities follow:

- Obtain names of members and guests who have responded.
- Prepare sign-in list
- Arrange for 1-2 people to arrive early, 15 – 30 minutes prior to start of registration to assist with sign-in
- Set up table with the following items:
 - Money pouch with change
 - Sign-in list
 - Pens
 - Meeting receipts
 - Dues receipts
 - Dues renewal forms to allow for credit card transactions for dues payment only
 - WOVI Chapter deposit stamp for checks
 - Blank membership applications (These change frequently, please use most recent)
 - Pre-printed name tags for all who have preregistered
 - Blank name tags for walk-ins and late registrants
 - Table signs as needed and Chapter signs
 - Blank door prize cards (optional)
 - Door prize card container
 - Guest cards
 - Enthusiasm and smiles!!
- After meeting, collect the following:
 - Funds (all cash, checks, and credit card dues renewal payments)
 - Sign-in list
 - Guest cards
 - Membership applications
 - (Forward copies of applications to President, Vice President Membership and Vice President Mentoring;
 - **Original** of membership application forwarded to WOVI, Inc. by President, Vice President Membership or Vice President Finance along with appropriate dues
 - Prepare check payable to WOVI, Inc. appropriate portion of dues.
- As soon as possible after the meeting, but no later than one week after meeting:
 - Pay meeting location, if applicable
 - Verify funds – Notify Vice President Finance and/or President immediately if any discrepancies or issues
 - Make deposit
 - Record receipts and disbursements
- Prepare reports for next board or executive committee meeting

VICE PRESIDENT MEMBER SERVICES – Facilities
Mentored by Vice President Finance

Facilities responsibilities vary by location. Maintaining an ongoing relationship with the host is mutually beneficial.

- Secure or verify with meeting locale personnel the date and time of meeting
- Select the menu items for each meeting
- Notify them of the headcount for each meeting
- Make sure all the signs and banners are up prior to start of registration.
- Check with Vice President Programs to confirm speaker audiovisual needs depending upon availability and cost
- Interface with the wait staff or appropriate personnel if anyone needs anything during the meetings related to food or facilities
- Request desired meeting room setup
- Secure location and food for other meetings as requested by the Board as soon as the dates are set.
- For long-term relationship with meeting location provider, a contract may need to be signed. This requires Board approval before signing. President has ultimate signing authority.