



Chapter Leadership Resource Book

Updated 2023 October



WOVI Chapter Leadership Resource Book

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Notes



Code of Conduct and Expectations of WOVI, Inc. Leaders

WOVI, Inc. Board members, Management Council members and Chapter leaders are dedicated to upholding the mission, vision, values, principles and premises of the organization. As such:

- We embrace inclusiveness rather than exclusiveness in relating to our members and guests.
- Within our membership and during our meetings, we openly respect the similarities between us as well as the differences among us.
- We communicate openly and with respect for others’ thoughts and feelings.
- When we offer problems, we also offer solutions.
- If we have concerns and/or challenges with someone, we speak to them individually and privately, not publicly.
- We agree to disagree individually during discussions, and agree to support collectively once decisions are made. It is important to communicate and support decisions as a team. Resisting decisions after or outside a meeting threatens the Leadership Team’s credibility and negates our progress.

Commitment of WOVI, Inc. Leaders

As a duly elected Chapter leader of WOVI, Inc., I’m dedicated to and committed to the organization. As such, I promise to adhere to the Code of Conduct and Expectations and to:

- Participate in regularly scheduled leadership team meetings
- Participate in WOVI, Inc. LeaderRings, Conferences and other events
- Oversee, develop, implement and evaluate the objectives, actions and responsibilities as they pertain to my office
- Be conscious of my fiduciary responsibilities to the Chapter
- Review, communicate and update information related to my area of responsibility (i.e., email, handouts, website, etc.)
- Actively encourage others to serve WOVI, Inc. in positions of leadership
- Maintain active membership in a WOVI Chapter or as a Member-at-large

_____/_____/_____/_____
 Signature Office Chapter Date



WOVI Member's Promise

As a member of Women of Visionary Influence and my Chapter, I promise:

- To attend my Chapter's meetings regularly
- To support the members in my Chapter
- To offer positive and encouraging comments during the MentoRing exercise
- To serve with my Chapter's Leadership Team when called upon to do so
- To bring guests to Chapter meetings so they can see the benefits WOVI membership offers
- To participate in other WOVI events throughout the year
- To provide mentoring when assigned
- To be a proactive mentee
- To appreciate my mentor
- To maintain honest and ethical standards during any and all WOVI events and relationships

Signature / Chapter / Date

Section One:

General Information



Welcome to WOVI!

WOVI is the first women's organization dedicated to mentoring. We encourage, empower and support a multicultural group of women to do extraordinary things and create a permanent confidence in all aspects of their personal and professional lives. All women seeking to maximize their influence are invited to join and participate in this organization to gain and enhance leadership and mentoring skills. We help you find your path and stay on it.

Mission Statement

WOVI, Inc. empowers women to lead and mentor.

Vision Statement

Women empowered to make a difference in their lives, communities and the world

Values Statement

Through encouragement, genuine respect and inclusiveness, we celebrate self and others.

Basic Premise

Mentoring

Each member is assigned a mentor. Each member mentors another member. Mentoring is further enhanced by the MentoRing exercise presented at every Chapter meeting.

Education

The programs are educational and motivational and presented by speakers whose expertise is of interest and value to women. The Annual Conference for Women and the Leadership Summit provide additional learning opportunities.

Leadership

Leadership development is provided through one-on-one training, the Leadership Summit, special WOVI events, and the practical experience of serving the organization.



History of WOVI

2001 The first gathering of women to begin the organization took place in July 2001, when Teresa Smith and Pauline Shirley invited a group of their friends and associates to a meeting to discuss the formation of an organization for women. Held at La Madeleine in Addison, Texas, that exploratory meeting was attended by a dozen women who became Women of Vision's Founding Advisory Board.

Between July and October of 2001, several planning meetings were held, important decisions were made and steps were taken by the group: name, by-laws, election of officers, bank account, domain name and installation of website.

The first public meeting was held October 2001, with 30 women in attendance. The program for the meeting was on Mentoring and was presented by Pauline Shirley. The MentoRing™ exercise became a consistent mainstay of WOVI meetings. The November 2001 meeting met with success as well. Teresa Smith presented a program on Business Etiquette for Women. The group then set its sights on an inaugural meeting in January 2002. The response to the inaugural meeting required a change of venue to accommodate all of the attendees. More than 90 people attended, including two men who brought several women from their company.

Women of Vision became a reality.

2002 Early in 2002, a permanent meeting place was established. The membership started to grow and surpassed 60 before the end of June 2002. In October 2002, the first Conference for Women was held. It included educational sessions and exhibitors. With approximately 50 people in attendance, it was considered a huge success.

The first InterestRing was established when the Entrepreneur Ring started meeting. A WritersRing, FashionRing, SpeakersRing and ArtistsRing soon followed. These groups added value to WOVI membership and additional benefits for those who participated.

2003 The members of Women of Vision took on a new challenge and put together the first Mentor Recognition Luncheon that was held in May, reaching out to the community and honoring mentors within and outside of the organization

In October, the second Annual Conference for Women was held. With more exhibitors than the 2002 event, the conference required more space at the hotel. The pattern for successful conferences was established, complementing the standards already set for successful monthly meetings.

In the second half of 2003, an initiative to establish chapters became a major focus. In October, changes were made to the bylaws and Chapter bylaws were created and put into place. The existing members became known as WOVI North Dallas Chapter. Leadership replaced networking in the mission statement and became a part of the basic premise. October heralded in the official name change to WOVI Incorporated. In November the EntrepreneurRing became the EmpowerRing.



2004 The MidCities Chapter started to emerge, taking WOVI closer to women in Tarrant County. The tagline, “Women of Visionary Influence,” was embraced.

In July, a Birthday Celebration was held, bringing the members of both Chapters together in a different venue.

The Mentor Recognition Luncheon and the Annual Conference for Women were combined and held in October, bringing a new level of success to both events. The Mentors of the Year who were recognized earned WOVI considerable press thus enhancing the WOVI purpose and brand.

2005 The Mentor Recognition Luncheon was held in April as a stand-alone event realizing considerable success in raising the WOVI profile in corporations. All of the past honorees were in attendance. The Annual Conference for Women was held in October, receiving positive reviews. The featured speakers and programs provided an unparalleled quality to members and guests. More than the usual number of vendors participated.

2006 WOVI celebrated five years of existence with a bright future. Our members and future members were made up of women supporting, encouraging and mentoring each other. Women were sharing pursuits of success, satisfaction and a greater awareness of our strengths under the nurturing umbrella of WOVI’s Basic Premise: Mentoring, Leadership and Educating. WOVI Addison launched, providing the first midday Chapter.

The combined Annual Conference for Women and Mentor Recognition Luncheon experienced unparalleled success. Four outstanding women were honored: Mentor of the Year, Nonprofit Mentor of the Year, Community Mentor of the Year and Corporate Mentor of the Year. Featured in newspaper articles, WOVI experienced a greater awareness of this event and the organization. A Leadership Recognition Dinner was added for Chapter officers.

The year concluded with a coming together of all members at a Holiday Celebration hosted by the North Dallas Chapter. The event received very high reviews.

The meetings continue to receive shared comments and praise from guests and new members alike. The experience was always seen as very positive, surpassing other organizations in which they have experience.

2007 The hallmark of success was the addition of the Ambassador Level to WOVI, Inc., providing specific services to the members and organization. Two new chapters in dynamic geographic areas extended WOVI’s availability to more women, joining three strong, mature chapters.

2008 WOVI began with a strong sense of purpose and focus on planning strategically for the future growth of our organization. Policies, procedures and guidelines were strengthened to provide our chapter leaders with more tools and information. Recognition programs were developed and introduced along with a new level of leadership to be implemented progressively.



Several other chapters were on the horizon with strong potential for the first chapter outside the state of Texas. The WOVI brand was increasing in visibility as evidenced by the number of other organizations coming to us to form partnerships or for other mutual benefits.

We continued to strengthen our governing documents, increased our visibility and attracted more and more women who were seeking mentoring and leadership.

2009 Our first annual theme, *“Live the Power of WOVI: Empowering Women to Lead”* kept WOVI focused on leadership and empowerment. Two new WOVI words emerged. In keeping with our strong tradition of Rings, the Executive Council meeting of all Chapter leaders became the LeadersRing and by special request, the PresidentsRing began offering Chapter Presidents a unique forum. WOVI expanded into Arizona with the launch and successful charter of WOVI Phoenix, the first Chapter outside the state of Texas. WOVI Fort Worth also launched.

The Mentor Recognition Luncheon, Leadership Summit and Annual Conference for Women moved to a new venue in 2009 and online conference registration was made available. A partnership with Jobing.com provided a promotional video posted on both WOVI and Jobing.com websites. A WOVI Group was established on LinkedIn, drawing WOVI into the age of social media. Nominations for all WOVI awards hit an all-time high.

2010 dawned with *“WOVI: Where Stars Shine! Create! Innovate! Act!”* expressing the essence of WOVI. The NonprofitRing started offering another benefit to members in the DFW area. Discussion with women in the Portland, Oregon area generated a highly successful MentoRing experience via conference call exhibiting the strength and values of WOVI’s hallmark MentoRing in any venue. Plans for offering a mentor certification program for both members and non-members were announced. WOVI prepared for 2011 and the celebration of 10 years of influence.

2011 Ushering in *“A Decade of Influence”* and with 10 years of success and experience, WOVI’s growth accelerated both in Chapters and in a new management structure. As the year came to a close, WOVI strengthened its leadership position and prepared for future growth by organizing under the WOVI Board and WOVI Management Council. The Board is responsible for strategic initiatives and the Management Council is operational. Both are dedicated to women and to WOVI’s Mission, Vision and Values. Several women have been involved in WOVI from the beginning. Four chapters launched and a fifth, launched in 2010, became a fully chartered chapter. The initial Mentor Certification Program began placing WOVI, Inc. fully into social entrepreneur status.

2012 *“Women Who Dream Influence the World”* set the standard for the future and established a clear path for WOVI in 2012. Interest increased in starting chapters across the country and around the globe. The Mentor Certification program, launched in 2011, added a valuable dimension to the organization and a unique opportunity for members and non-members alike. The members who earned the designation of Certified Mentor were ready to influence WOVI and their respective communities and businesses. The first *student* chapter at the Jindal School of Management at UT Dallas was in its formative stages, offering WOVI’s unique benefits to the leaders and professionals of the future.



2013 “*Lead...Learn...Live a Legacy*”, our theme for 2013, meant we realized that we don’t leave the legacy behind. We are living it now! Doing so propelled us further into making sure mentoring, the heartbeat of WOVI, became a priority. In October, with a focus on learning, the Mentor Recognition Luncheon was followed by the Leadership Summit, a full day of officer training for the new year ahead. The conference became a separate event to be held in Spring 2014. WOVI, Inc. hosted its first reunion. It was a great time of catching up and realizing the impact on our members who had moved on, and the treasure we had in our current members. New chapters launched and/or moved: WOVI North Fort Worth started strong, and WOVI Arlington became WOVI Flower Mound.

2014 Theme for the year was “*Powerful Women, Powerful Influence*”. It provided WOVI the chance and challenge to highlight and honor women leaders in our respective communities. It also served to remind us to be intentional about our mentoring and honing our leadership skills. Chapter Mentors/Liaisons (formerly known as Chapter Mentors) strengthened our leaders and members in our various locales. The stage was set for a bright future for WOVI, Inc.

2015 “*Leading the Wave of Global Change*” motivated WOVI during 2015, and ride the wave we did. The Management Council moved into a new era with the creation of the President-Elect position thus giving more time for a President to learn and prepare for the next year.

2016 With “*Catch! That! Dream!*” WOVI’s hallmark Mentor Recognition Luncheon attracted more nominees than ever showing its influence on our community at large. WOVI Red River moved its home to McKinney and changed its name to reflect that community, attracting women from Sherman, Van Alstyne and McKinney. WOVI stepped even more into social media with the use of MeetUp made available to all Chapters.

2017 “*15 Years of Empowering Women to Mentor and Lead with Strength and Grace!*” WOVI’s successful conference, “*Empowering Women Empowering Women,*” echoed the theme in more ways than one with a line-up of outstanding presenters. WOVI Sherman came into WOVI with strength of leadership and with our first official New Chapter Mentor providing mentoring and empowering this new Chapter.

2018 “*Purpose...Passion...Power...of Mentoring*” is a theme that truly describes WOVI and the members of WOVI. As we entered WOVI’s 17th year foretelling the success of our members, our organization also enjoyed great accomplishments. Mentoring *truly* changes women’s lives.

2019 “*WOVI Lights Your Fire!*” speaks for itself in the power and enthusiasm generated by mentors and the educational experiences gleaned throughout the year. Igniting the fire within each one of us will provide major breakthroughs, a-ha moments and celebrations lasting long into the future. WOVI Garland/Mesquite arrived on the scene!

2020 WOVI reaffirmed its roots with the theme “*Mentor > Lead > Achieve*”. But WOVI and the world were thrust into a global pandemic that challenged our ability to carry out the mission so eloquently stated in the theme while keeping our members safe. We rose to the challenge by making a smooth transition to online meetings on Zoom. Our Zoom meetings comprised all the



same elements that make our in-person meetings a success: vital, relevant speakers, Member Spotlights, insightful MentoRings, WOVI Moments and the pure empowerment that comes from spending time with WOVI women. We also used Zoom to hold incredibly successful online events, with WOVI women gathering online for the Annual Conference for Women, the Mentor of the Year Event and several LeadersRings. And the Board approved the launch of WOVI Virtual Chapters!

2021 WOVI turned 20 this year. Time to celebrate! We'll continue to grow and influence the lives of women who in turn influence the world – all over the world! With the new theme: “*Mentor Today. Lead Tomorrow*” as well as the emergence of Zoom to keep our chapters active and engaged, WOVI is prepared to launch another 20 years with wider impact to women everywhere!

2022 Now entering our third decade, WOVI's theme for 2021-2022 is “*Impactful • Unstoppable • Purposeful: 20 Years of Mentoring.*” And we showed we were unstoppable, as our chapters continued meeting, mentoring, and leading on Zoom. The theme for our 2022 online Annual Conference, “*WOVI Women: Ain't No Stopping Us Now!*” just reinforced our forward momentum! This was also the year we honored our founder by introducing the “Pauline Shirley Mentor of the Year.”



2023 Continuing to keep our members safe by meeting online, WOVI maintained into 2023, focusing on how we all inspire each other with the theme of “*Empower Others • Empower Yourself.*” This was the year WOVI expanded our InterestRings: WritersRing was joined by a relaunch of HealthRing and a return of the EmpowerRing! But even more exciting is the launch of another new chapter: WOVI South Jersey!

2024 What's next for WOVI? We can't wait to see what's in store for our wonderful WOVI Women!



The Basic Premise of WOVI, Inc.

WOVI's basic premise is threefold: Mentoring, Educating and Leadership. These guiding elements of the organization establish the uniqueness of WOVI and express key benefits to our members.

Mentoring

The mentoring assignment process is the most important responsibility the Chapter has to its membership. As such, it is imperative that full attention be given to this undertaking. Both the Vice President Mentoring and the Second Vice President must focus on assigning, follow-up and reassigning as requested in a timely manner.

The primary promise we make to our members is mentoring. It is the main purpose of WOVI's existence. WOVI Chapters are primarily responsible for the implementation. It is accomplished in several formats:

1. The assigning of mentors and mentees is fulfilled soon after a member joins, and is reviewed frequently to ensure positive and fulfilling mentoring experiences.
2. The MentoRing™ exercise, presented at every meeting, offers instant mentoring from more than one person.
3. InterestRings that function in geographic areas and provide group mentoring in a variety of interests. These are established to serve the specific needs of members, usually by popular demand.
4. Special events such as mentoring retreats, mentoring happy hours and other occasions provide additional mentoring opportunities.
5. WOVI's Annual Mentor Recognition Luncheon/Event is a unique opportunity to recognize non-member women for their outstanding mentoring efforts and successes in the corporate world, the community and in a variety of work situations. Both members and non-members are encouraged to nominate a woman – who exemplifies outstanding mentoring.



Mentoring

More comprehensive information on mentoring is included in the *Member and Mentoring Handbook* to provide guidance and guidelines to the mentors and mentees in managing their mentoring relationship.

When You Are the Mentor...

- ❑ Contact mentee to begin relationship within two weeks of connection.
- ❑ Schedule a meeting, over coffee or lunch, for example.
- ❑ Establish regular schedule for contact.
- ❑ Develop a comfortable two-way line of communication with the mentee.
- ❑ Offer experience, knowledge and a willingness to serve.
- ❑ Make yourself available to mentee.
- ❑ Listen to the mentee to hear what the mentee says she needs.
- ❑ Discern other needs the mentee may have.
- ❑ Trust your intuition.
- ❑ Respect the confidentiality of all conversations.
- ❑ Demonstrate high integrity and trustworthiness.
- ❑ Serve as a role model, counselor and encourager.

When You Are the Mentee...

- ❑ Contact mentor to initiate relationship within two weeks.
- ❑ Schedule a meeting; it can be over coffee or lunch.
- ❑ Establish regular schedule for meeting and connecting.
- ❑ Express appreciation and interest in what mentor offers.
- ❑ Be open about your goals.
- ❑ Develop steps to reach goals.
- ❑ Establish a timeline.
- ❑ Listen to the mentor and respect input.
- ❑ Share openly and candidly so mentor can counsel.
- ❑ Seek input from mentor and follow through with suggestions.
- ❑ Communicate with mentor the results of any actions.
- ❑ Be honest and open in reaction to directions.
- ❑ Demonstrate high integrity and trustworthiness.
- ❑ Respect opinions and suggestions of mentor.
- ❑ Appreciate and value mentor's time.



Types/Levels of Mentoring

Mentoring assignments in WOVI fall in one of the first three categories. The other categories listed are a part of the activities of the Chapters and the organization.

Formal – long-term – Two people who meet and discuss needs and progress on a regular basis. A solid permanent relationship continues for an extended, indefinite period.

Formal –short-term – Two people, who meet and discuss needs, counsel on a particular challenge, expertise or area of needed development until short-term goals are reached.

Cross mentoring – Two people learning from each other, serving in both roles at the same time.

Informal – Occasional contacts. Contacting someone for advice about an immediate and/or particular need.

Mentoring Up – When a person is in the position of offering expertise, training or advice to someone to whom they are accountable, i.e., supervisor, boss or team leader.

Role model – Learning by observing from someone you strive to acquire wisdom from or be like. The role model mentor may or may not know she is serving as a role model for the mentee.

Reverse mentoring – Learning what not to do by observing the negative actions and reactions of someone, the impact their actions have on others, and the ensuing results.



Leadership

The Leadership Basic Premise is fulfilled by both the parent organization and the Chapters through leadership service to the organization and to the Chapter members, service in the community, leadership training for Chapters and other special training events and conferences.

A woman who leads, whether it is herself or others, adheres to, believes in and practices the following Leadership Affirmations:

I speak up for myself...
I share my knowledge...
I trust my intuition...
I express empathy readily...
I encourage others...
I influence through tact...
I coach instead of criticize...

I resolve conflict early...
I speak up for others...
I promote other women...
I see myself as a leader...
I seek opportunities and challenges...
I communicate with optimism...
I practice inclusiveness...

I'm a role model for other women...

Educating

The Basic Premise of Educating is demonstrated through a variety of ways and at a range of events, venues and occasions.

WOVI, Inc. educates the members through:

- Conferences
- Special training events
- Website
- Electronic newsletter

WOVI Chapters educate their members through:

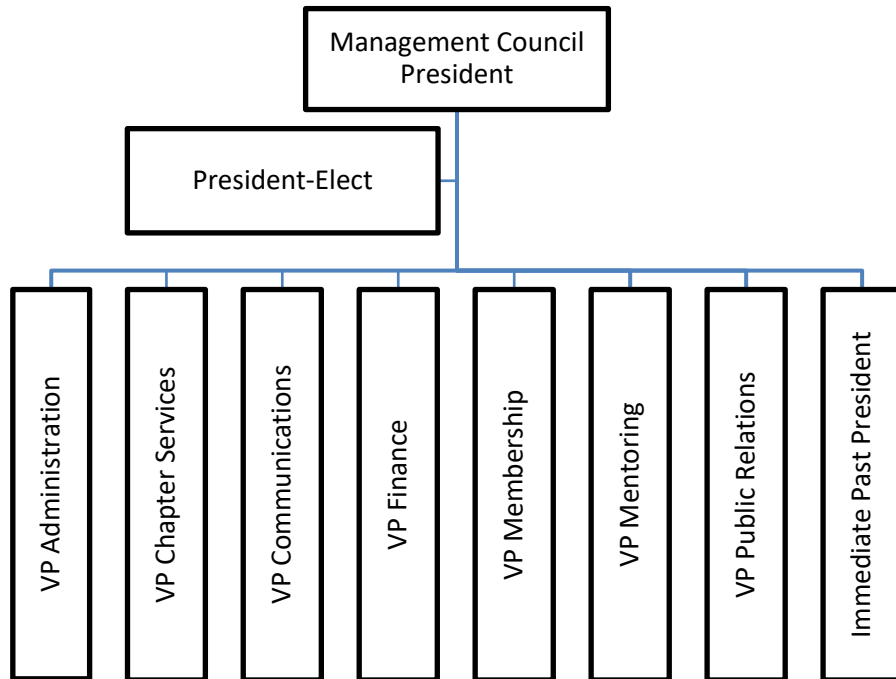
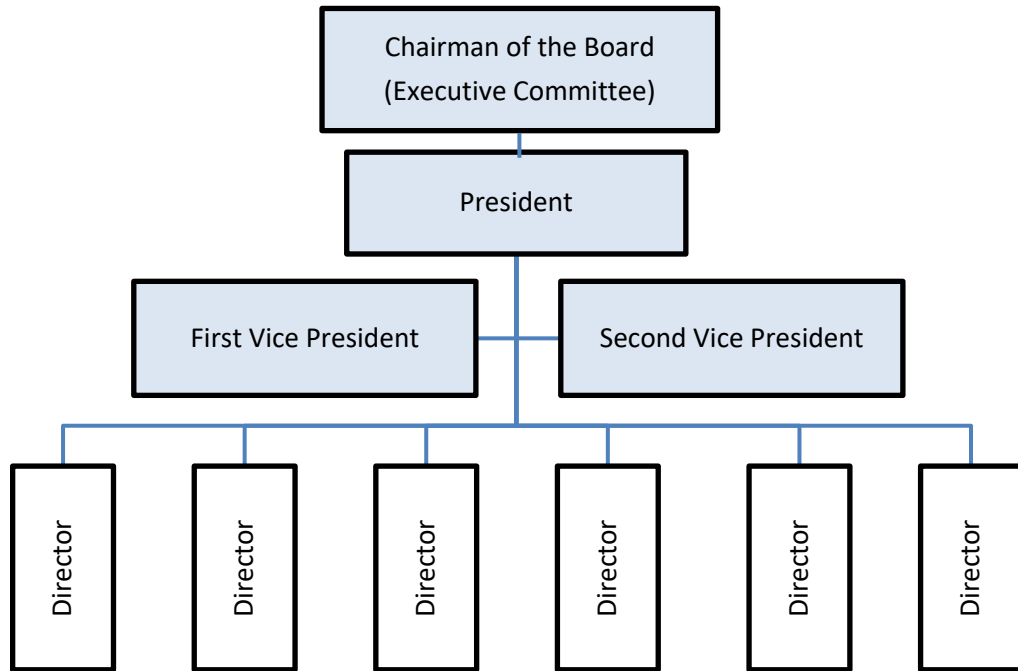
- Monthly programs
- InterestRings
- Mentoring relationships

Section Two:

Leadership

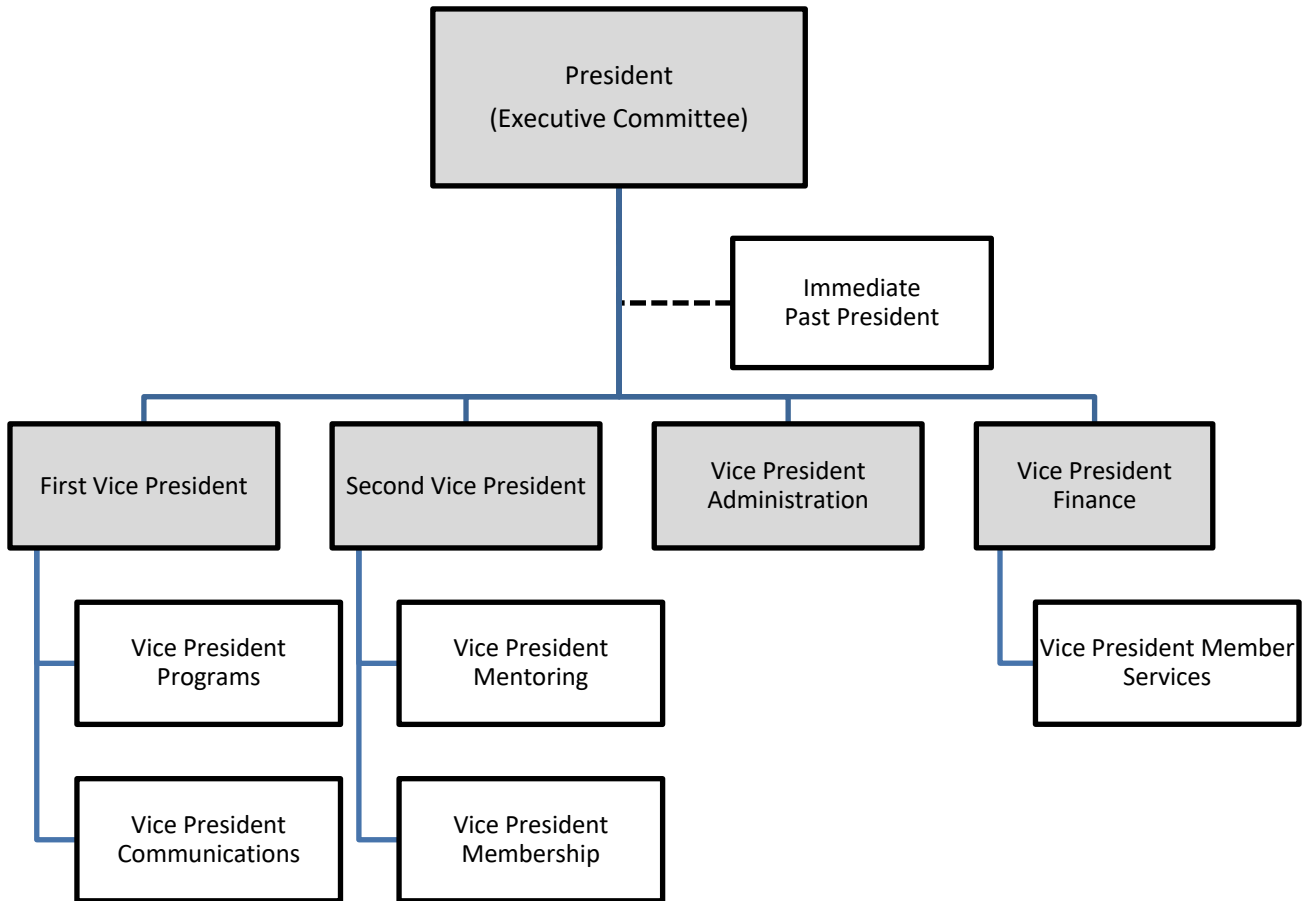


WOVI, Inc. Organization Chart Executive Committee, Board, and Management Council





WOVI Chapter Leadership Team Organization Chart





WOVI, INC. LEADERSHIP

WOVI, Inc. consists of two arms of leadership: the Board of Directors and the Management Council.

Executive Committee and Board of Directors

The role of the Board of Directors is to set policy, determine structural operation of the organization and set WOVI direction based on bylaws, business issues, societal factors influencing women's lives, economic determinants and the needs and expectations of members and perspective members. The Executive Committee, composed of the Chairman, President, First Vice President, and Second Vice President, is ultimately responsible for all of the duties of leading and running a nonprofit organization. In addition to the Chairman, the Board of Directors consists of the Chairman, President and two Vice Presidents as well as four to seven appointed members. They are responsible for the strategic planning of the organization and decisions affecting the bylaws, policies and finances of the organization.

The Board holds two formal meetings each year; one in the spring and one in the fall, typically in conjunction with the Annual Conference and Leadership Summit. Conference call meetings may occur when an issue arises that can only be handled by the Board. The Chairman of the Board, and/or any of the Directors, may request a conference call meeting whenever they deem it necessary for effectively managing the organization. The Executive Committee meets quarterly, or as needed to ensure smooth operation of WOVI, Inc. Each member of the Board also serves as a mentor to a member of the Management Council.

Management Council

The role of the Management Council is to support the Chapters by planning, leading, directing and executing WOVI, Inc. events such as LeadersRings, conferences and other events as assigned. The council also publishes regular membership communication through the Vision (quarterly newsletter), Focus (event promotion announcements), and other notifications as needed for upcoming events. The Management Council will set the example, lead the general membership, encourage officers, and lift, inspire and mentor Chapter leaders.

The members of the Management Council serve as liaisons to the Chapters and support the Chapters and emerging Chapters to ensure they have the support of WOVI on an ongoing basis and the WOVI resources needed to effectively and efficiently manage their monthly meetings and events. Each council member will be assigned as liaison to a Chapter in order to develop a supportive and mentoring relationship with the leaders and members of that Chapter. The Management Council will also provide as-needed support to WOVI InterestRings.

The responsibility of WOVI's Management Council is to manage the day-to-day operations of the organization. The council consists of a President, a President-Elect, and Vice Presidents for the following services: Administration, Chapter Services, Communications, Finance (one position serves both the Board and the Council), Membership, Mentoring, and Public Relations. At the pleasure of the Board, an Immediate Past President will also serve as a mentor to the current President. Other branches or positions may be added as needed to meet the goals of the organization.



EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS LEADERSHIP

- Chairman of the Board
- President
- First Vice President
- Second Vice President
- Director(s)

Chairman of the Board

Mentors and appoints the Board President and Vice Presidents, approves and mentors the members of the Board, is responsible for and approves any major changes in the organization.

President

Responsible for the day-to-day operation of the organization. Makes decisions as necessary for the effective operation of the organization, presides over the board meetings with the exception of any special meetings called and led by the Chairman. Works with First and Second Vice Presidents. Follows the Chairman of the Board in the line of succession.

First Vice President

Is an active participant on the Executive committee. Supports the President and Chairman of the Board as necessary and in particular mentors all technological aspects of the organization. Is second in the line of succession. In the absence of the Chairman and the President, the First Vice President presides over any necessary meetings.

Second Vice President

Is an active participant on the Executive committee. Supports the President and Chairman of the Board as necessary and in particular mentors the President and members of the Management Council. Is third in line of succession. In the absence of the Chairman, the President, and the First Vice President, the Second Vice President presides over any necessary meetings.

Director(s)

Participate in the decision making of the organization. Serve on specific committees as required for the good and in keeping with the traditions of the organization. For example, Leadership Summit, Awards Luncheon, Mentor of the Year Event, in support of growth of new chapters, and any additional opportunity that furthers the Vision, Mission and Purpose of WOVI. Participate in any and all WOVI events possible representing the Board to the membership.



WOVI Board Events:

Leadership Summit

The Board will appoint a Director to plan and execute the annual Leadership Summit, held in late September before the new Chapter Leaders take office on October 1. All incoming chapter leaders should attend the Leadership Summit to receive training for their roles.

The Leadership Summit includes:

- Training for every chapter leader role
- Sessions, as needed, focusing on optimal leadership policies
- Introduction of the new WOVI theme and graphic
- Leadership team activity for each chapter
- Signing Code of Conduct/Ethics for Leaders

Leadership Awards Event

The Executive Committee oversees the Leadership Awards Event, held in conjunction with the Leadership Summit.

The Leadership Awards Event recognizes:

- Outstanding Chapter Leaders from the year (as nominated by their fellow members)
- Chapter Member, Mentor, and Leader of the Year (as nominated by their fellow members)
- Chapter of the Year (determined by the Executive Committee)
- Any additional awards or recognition as appropriate

Mentor of the Year Event

The Board will appoint a Director to Chair the Committee for the annual Mentor of the Year Event (also known as Mentor Recognition Luncheon), held in or near October. With WOVI Board approval, the director and committee will:

- Update forms and promote nominations for the Pauline Shirley Mentor of the Year (New name proposed and approved 2020)
- Solicit sponsors for the event
- Arrange for keynote presenter and emcee
- Budget and plan the event
- Contact nominees to ensure attendance



MANAGEMENT COUNCIL LEADERSHIP

- President
- President-Elect
- Immediate Past President
- Vice President Administration
- Vice President Chapter Services
- Vice President Communication
- Vice President Membership
- Vice President Mentoring
- Vice President Public Relations

President of the Management Council

The Chairman of the Board, with approval of the Board of Directors, appoints the President of the Management Council. The final decision is made prior to the October Annual Meeting when the new President takes office for the year. The President may serve one or two years at the discretion of the Board. She leads the Management Council in all its endeavors and responsibilities, and chairs all of the events, meetings and responsibilities of the Council. The President is an ex-officio member of the Board of Directors during their term.

President-Elect of the Management Council

When at all possible, the position of President-Elect shall be filled in order to maintain continuity of service to the Chapters and members. The President-Elect may be appointed by the President, with final approval of the Board of Directors, and will serve in that capacity for one year or two years, in preparation for serving as President the following year. However, the position of President remains the decision of the Board of Directors regardless of whether a President-Elect was in office. The President-Elect may or may not also serve in one of the Vice President positions concurrently. The President-Elect will be an ex-officio member of the Board, and will be mentored by the current Management Council President.

Immediate Past President

The Immediate Past President serves as needed at the pleasure of the Board of Directors. She serves as an additional mentor and resource to the sitting President of the Management Council.

Vice President Administration

The Vice President Administration records the minutes at Council meetings and distributes them in a timely manner. She also handles any incoming or outgoing correspondence. The President may assign her additional tasks in the scheduling of meetings and arranging locations.

Vice President Chapter Services

The Vice President Chapter Services communicates with the Chapter leadership and provides any supplies, badges, etc. the Chapter needs to run effectively in the tradition established by WOVI. She also orders the following: badges for new members of the Leadership Teams and for any changes made throughout the year; trophies and awards that are part of the awards program WOVI has established; and banners for new Chapters.



Vice President Communications

The Vice President Communications manages WOVI's regularly scheduled newsletters and announcements as required to support WOVI events. She sends out reminders to the Board, Management Council and Chapter presidents requesting articles for the *Vision* and *Focus*, outlining necessary deadlines in order for them to be distributed in a timely manner.

Vice President Membership

The Vice President Membership develops a membership growth program to fulfill the goals established by the Board. She communicates with the Chapters ensuring they are supporting these goals and are providing programs to which guests are invited and encouraged to join, thus ensuring Chapters remain strong and vital in membership.

Vice President Mentoring

This position interacts with the Vice Presidents Mentoring of the Chapters ensuring the mentoring assignments are made in a timely manner so that the the promise of a mentor to all members is kept. She also provides any related programs for WOVI events and training.

Vice President Public Relations

The Vice President Public Relations is responsible for updating and monitoring all media communications for WOVI, Inc. including MeetUp, Facebook and other popular written and public media sources. She provides social media updates to promote WOVI, Inc. and events. She monitors WOVI, Inc. sites to ensure data is current. She interacts with the Chapters and Council and local media to spread the word of WOVI. She interacts with Chapters, using motivation and coaching to encourage chapters to send updates to the Webmaster and VP Communications. She assists in the planning and execution of WOVI LeadersRings, Women's Conference and other events and serves as a Chapter liasion and mentor to a WOVI Chapter.



WOVI Management Council Events:

LeadersRings™

The Management Council will plan and execute LeadersRings as needed to serve the needs of the WOVI Chapter leaders and Chapter members. With input from the Chapters and direction from the WOVI Board, the Management Council will:

- Plan speakers, topics, icebreakers and mentoring activities consistent with yearly theme.
- Promote LeadersRings details through *Vision*, *Focus* and other announcements, and coordinate with WOVI Webmaster for announcements and registration.
- Update WOVI website to verify accuracy of LeadersRing meeting information.
- Market LeadersRings through MeetUp and social media to encourage attendance of potential members as an introduction to WOVI.

WOVI's Annual Conference for Women

The Management Council will plan and execute the WOVI Annual Conference for Women held each Spring. The President of the Management Council is the Chair of the Conference. With input from WOVI, Inc., the Management Council will plan the event, speakers, icebreakers, and other activities consistent with the annual theme.

To create a successful event, the Management Council will:

- Recruit keynote speakers, facilitators and Vendor faire participants
- Promote the Conference through *Focus* announcements to current members, potential members, and other interested women or groups
- Market the Conference to WOVI Chapters and to the general public via various media
- Provide updates to the WOVI webmaster for coordination of announcements and registration
- Provide recognition to speakers and participants



CHAPTER LEADERSHIP TEAM

Executive Committee

- President
- First Vice President
- Second Vice President
- Vice President Administration
- Vice President Finance

Committees, Subcommittees and Responsibilities

Vice President Programs (*Mentored by First Vice President*)

- Monthly and Special Programs
- Speaker facilitation and assistance

Vice President Communications (*Mentored by First Vice President*)

- Public Relations
- Communication
- Technology
- Website

Vice President Mentoring (*Mentored by Second Vice President*)

- Mentor/Mentee Connections
- MentoRing

Vice President Membership (*Mentored by Second Vice President*)

- Growth
- Retention
- New member orientation
- Directory

Vice President Member Services (*Mentored by Vice President Finance*)

- Registration
- Facilities



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. She presides over the monthly meetings and the Leadership Team. The President is a role model for all members as well as a mentor to the members of the Leadership Team.

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

Responsibilities of the Chapter President include:

- Holding regularly scheduled Leadership Team meetings for the purpose of conducting Chapter business and planning for the success of the Chapter
- Presiding over the monthly meetings
- Working with and mentoring the Vice Presidents to facilitate their specific responsibilities to WOVI, Inc., the Chapter and its members
- Adhering to the Chapter standards
- Participation in the WOVI PresidentsRings and LeadersRings, and encouraging the Leadership Team to attend the LeadersRings
- Appointing committees necessary to the efficient and successful operation of the Chapter
- Appointing a Nominating Committee two months prior to election of Chapter officers, which should be held at the Annual meeting in September
- Working with Vice President Finance to ensure fiscal responsibility to the Chapter
- Working with the Vice Presidents to ensure Chapter reports and new member applications, etc., are processed and submitted in a timely manner
- Following up with the Vice Presidents whose responsibilities to the monthly meeting are critical, to make sure their duties have been performed in a timely manner and to realize a meeting that adheres to Chapter standards

New Chapter Leadership Position (2019)

The immediate Past President of a Chapter shall serve as a member of the Chapter Leadership Team in order to ensure continuity of all necessary reports and information required of the Chapter. If the immediate Past President is not available to serve, the President shall appoint an experienced member, preferably a former President, as a mentor to serve in this capacity.



CHAPTER VICE PRESIDENTS

The Chapter First Vice President, Second Vice President, Vice President Administration and Vice President Finance serve as members of the Executive Committee. The following mentor the elected (or appointed) vice presidents of the Chapter Leadership Team as indicated:

First Vice President

1. Vice President Programs
2. Vice President Communication

Second Vice President *

1. Vice President Mentoring
2. Vice President Membership

Vice President Finance

Vice President Member Services

In the instance of a vacancy in any of the Vice President Chapter Leadership Team 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 the Leadership Team meetings or Chapter meetings in the absence of the President. In the rare instance that both the President and First Vice President are absent, the Second Vice President shall serve as the presiding officer.

InterestRings™

*Additional duties of the Second Vice President include coordination of local InterestRings as indicated below. She will provide ideas, access and coordination with other Chapters for the InterestRings.

- Determine possible need for additional InterestRings or request implementing of an InterestRing not yet established or defined by WOVI, Inc. The Chapter President will present the request to WOVI, Inc.
- Assign facilitators to InterestRings to serve the needs of the attendees
- Communicate with facilitators to determine success of each ring
- 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
- Work with Vice President Membership to promote InterestRings to potential members as an introduction to WOVI.



VICE PRESIDENT ADMINISTRATION

The Chapter Vice President Administration is a member of the Executive Committee and the Chapter Leadership Team. 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 (if applicable) and the Chapter Leadership Team meetings.

Monthly Meetings Information

Required for inclusion in official minutes:

- Names of monthly meeting attendees
- Names of new members
- Names of new or potential members participating in orientation

Executive Committee and Leadership Team Meetings

- Minutes are to be produced and distributed within one week for all Executive Committee and Leadership Team meetings.
- Minutes are to include: those in attendance and those absent, action items, Vice President reports and committee reports.
- Action items listed shall include those responsible.
- Minutes of the Executive Committee and/or Leadership Team meetings shall include all items voted on or approved at the meeting.
- A monthly or quarterly calendar may be produced and distributed to the Leadership Team.

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 PROGRAMS

Mentored by First Vice President

It is the responsibility of the Vice President Programs and her committee to provide quality programs that educate, motivate and 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 Leadership Team 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 to them. Strive to continually improve the programs.
- WOVI members may present through the year if their topic meets the needs of the members and the Chapter and adheres to current policy.
- Plan and distribute to the Leadership Team the proposed programs up to six months in advance.
- Obtain speaker's biographical information, title, topic and synopsis of presentation, etc. Forward information to President and Vice President Communications for final editing before distribution and inclusion on the WOVI website.
- As soon as any programs are in place, inform the Leadership Team.
- Coordinate with Vice President Mentoring and/or President on MentoRing exercise. Arrange for someone to host and/or introduce the speaker at each meeting.
- Contact speakers to confirm the date and for any special requirements they may have for their presentation (audio/visual, handout, etc.). Inform Vice President Member Services for facilities coordination.
- Develop and distribute an evaluation form for each meeting.
- Review the evaluation form results, summarize and report at the Leadership Team meetings and obtain feedback.
- Manage Member Spotlight with President.

Schedule/Timeline Best Practices

- October through December, develop needs assessment.
- For January meeting, rank the needs and distribute at the Leadership Team meetings to get input and feedback to develop monthly programs throughout the year.
- Three months in advance of meeting: Determine programs and confirm speakers.
- No later than three weeks prior to next monthly meeting, send all information about next presenter to Vice President Communications.
- At Leadership Team meeting or no later than two weeks prior to meeting, arrange for an introducer and share speaker information.
- One week or more prior to meeting, make reminder contact with speaker and confirm any final details.
- Send thank you note to speaker and forward any pertinent information from evaluations.



VICE PRESIDENT COMMUNICATIONS

Mentored by the First Vice President

The Vice President Communications is a member of the Leadership Team and along with members of her Committee is responsible for all communications necessary to the success and growth of the Chapter. Her duties shall include:

- 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 may be requested or assigned by the Executive Committee
- Preparation of all information sent to WOVI, Inc. for inclusion on the website and publications:
 - 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
- Preparation, distribution and follow-up of press releases to local and social media
 - Promoting monthly events
 - Announcing special events
 - Promoting the success of the Chapter
 - Promoting community service projects of the Chapter

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 of upcoming meetings, including date, topic and speaker name, three to six months in advance.



VICE PRESIDENT MENTORING

Mentored by Second Vice President

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.

The Vice President Mentoring is responsible for mentor/mentee assignments and follow-up; establishing a Mentor Committee as needed for expediency of assignments; determining, selecting and requesting the appropriate MentoRing exercise at the monthly meetings; and securing a facilitator for the MentoRing.

Mentor/Mentee Assignments

- Obtain copy of new member applications as soon as members join.
- Working with Mentor Committee, use information from applications to make assignments.
- Contact members with their assigned mentor or mentee within three months of joining.
- Follow-up after three months with members to ensure mentor/mentee arrangement is beneficial to both.
- Work with Vice President Membership to facilitate mentor/mentee connection portion of new member orientation.

MentoRing™

- Work with Vice President Programs to decide which MentoRing exercise complements program as quickly as possible before the monthly meeting.
- Select MentoRing topic from list of existing MentoRing exercises or request a new topic from WOVI, Inc.
- Facilitate or select a member to facilitate the MentoRing.
- Work with Vice President Member Services to make sure an adequate supply of MentoRing handouts is available at meeting.



VICE PRESIDENT MEMBERSHIP

Mentored by Second Vice President

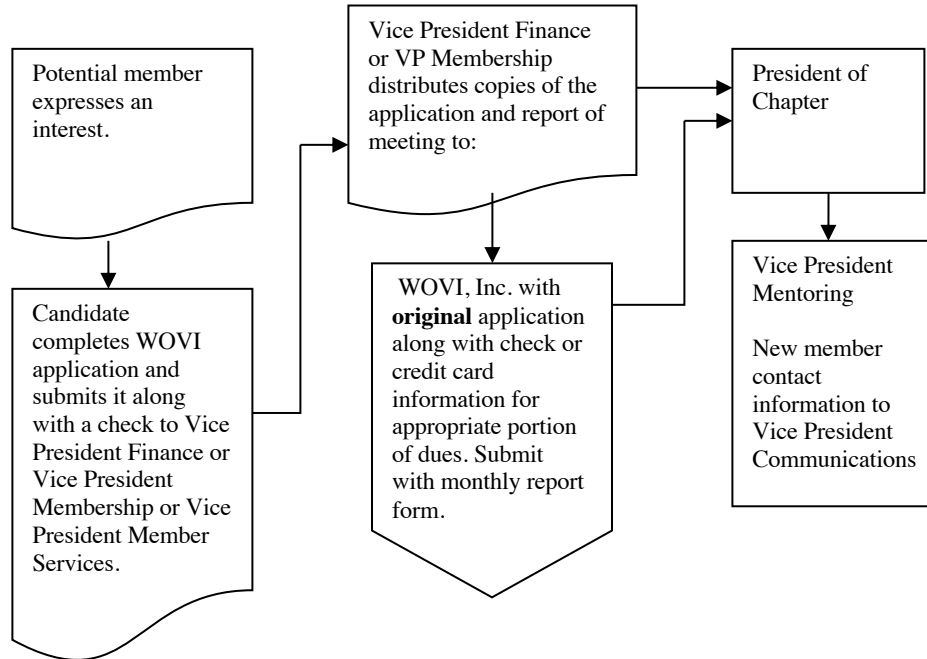
Membership is one of the key committees within WOVI. The mission and responsibilities of the Vice President Membership are two-fold: to encourage and influence women of all ages to join WOVI and to retain them as members. Ideally, a committee of members will be formed that has the opportunity to use various methods to achieve these objectives. Key responsibilities are:

- Initiate methods to increase membership (e.g., membership drives and/or contests).
- Establish a Membership Committee to assist in the drives or contests.
- Contact the new members and welcome them to the organization.
- Deliver new member orientation programs as needed (monthly, quarterly, etc.).
- Encourage guests to join WOVI, Inc. at monthly meetings and at other WOVI events.
- Provide assistance in completing the membership application.
- With Leadership Team, develop programs to ensure retention of members.
- Maintain regular contact with members absent from monthly meetings, encouraging them to participate.
- Create and implement an effective dues reminder process in June and December of each year.
- Relay non-renewal details to Vice President Member Services for members not yet renewed in February and August of each year
- 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.
- Work closely with the President and Vice President Finance to ensure new members are presented their membership pins and *Member and Mentor Handbook* at the monthly meeting.
- Work with Vice President Communications to ensure new members are included on Chapter contact lists.
- Maintain a Chapter roster of paid members to compare with data distributed by WOVI, Inc.
- Work with the President and Vice President Finance to ensure new, *original* member applications are transmitted to WOVI, Inc. in a timely manner and with monthly report form. (Membership in WOVI is not official until dues and applications are received by WOVI, Inc.)
- Review applications to ensure information provided is complete and legible before sending original to WOVI, Inc. Distribute copies to Leadership Team members.



New Member Application Processing

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





VICE PRESIDENT FINANCE

The Chapter Vice President Finance is a member of the Executive Committee and the Leadership Team with fiscal responsibility to the Chapter (along with the members of the Executive Committee.) In addition to duties as requested and assigned by the Executive Committee, 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 (may be delegated to Vice President Member Services)
- Chairing the Finance Committee
 - Timely deposit or distribution of Chapter funds (within one week)
 - Forward WOVI, Inc. dues within one month of receipt of application and dues
 - Manage the checkbook, balancing with bank statements monthly
 - Forward credit card transactions to WOVI, Inc. if applicable
 - Pay all bills (two signatures required on check) in accordance with approved budget and in a timely manner
 - Record all funds collected and distributed; file with receipts
 - Provide copy of reports to Vice President 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 Leadership Team members and the public
 - Indicate funds received and distributed
 - File proper state and federal documents and payments, including end-of-year report
 - Use approved minutes to set up checking account with two signatures required, adding or removing Leadership Team members as needed
 - Prepare up-to-date records for audit at the end of each year



VICE PRESIDENT MEMBER SERVICES

Mentored by Vice President Finance

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

- Obtain names of members and guests who have responded.
- Prepare sign-in list.
- Arrange for 1-2 people to arrive 15 – 30 minutes prior to start of registration to assist with set-up of registration table.
- Set up table with the following items:
 - Money pouch with change and credit card processing device
 - Sign-in list
 - Pens
 - Meeting receipts
 - Dues receipts
 - Bank device or forms to allow for credit card transactions (optional)
 - WOVI Chapter deposit stamp for checks (recommended)
 - Blank membership applications
 - Preprinted name tags for all who have preregistered and blank name tags for walk-ins and late registrants
 - Chapter banner or table signs as needed
 - 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 payments)
 - Sign-in list
 - Guest cards
 - Membership applications (work with Vice President Membership)
 - Forward copies of applications to President, Vice President Membership and Vice President Mentoring;
 - **Original** of membership application is forwarded to WOVI, Inc. by President, Vice President Membership or Vice President Finance along with check for dues portion and monthly report form
- 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 there are any discrepancies or issues
 - Submit all monies and payment records to Vice President Finance for deposit and financial records
- Prepare reports for next Executive Committee or Leadership Team meeting.



The facilities responsibilities vary by Chapter and location and should include maintaining an ongoing relationship with the host for mutual benefit.

- Secure or verify with meeting locale personnel the date and time of meeting.
- Select the menu items for each meeting, if applicable.
- Notify host of the headcount for each meeting at predetermined deadline.
- Request desired meeting room setup.
- Make sure all the signs and banners are up prior to start of registration.
- Check with Vice President Programs to confirm speaker audio-visual needs depending upon availability and cost.
- Interface with the waitstaff or appropriate personnel if anyone needs anything during the meetings related to food or facilities.
- Secure location and food for Leadership Team meetings if requested.
- For long-term relationship with meeting location provider, a contract may need to be signed. This requires Executive Committee approval before signing. President has ultimate signing authority.

Section Three:

Chapter and Member Recognition Programs



Women of Visionary Influence Chapter Standards

MEETINGS

- MentoRing™ Exercise at every meeting
- WOVI Moments
- Introduction of Guests, Recognition of Visiting Members, New Members, VIPs
- Recognition of outstanding member, mentor and leader(s) at Chapter level
- New Member Orientation
- WOVI Table/Member-to-Member Table
- Ice Breaker/Mixer Exercise
- Sharing of Mission, Vision and Values Statements
- Speaker/Program
- Meeting Evaluation
- Member Spotlight

REPORTS

- New Member Applications distributed to appropriate people in Chapter with original application sent to WOVI, Inc. as soon as possible, but no later than 30 days after meeting. Include funds due to WOVI, Inc. (Membership is not activated until WOVI, Inc. receives both original application and appropriate funds. Then the date on the application becomes official.)
- Meeting Recap Reports sent to WOVI, Inc. as soon as possible but within 30 days of meeting
- Leadership meeting minutes, action items and announcements distributed in a timely manner

MENTORING

- New members assigned mentor/mentee as soon as possible but within three months of joining
- Mentor Committee contact of members every three months for evaluation and/or reassignment



COMMUNICATIONS/PUBLIC RELATIONS

- Website information in required format submitted to designated person (to be forwarded to webmaster) three weeks prior to next meeting
- Up to three months programs posted in advance on website
- Announcements and articles submitted via print and social media (WOVI website, Facebook, LinkedIn, MeetUp, Twitter, etc.)
- Email announcement to members distributed a *minimum* of two times, the first at least three weeks prior to event and once again prior to meeting
- Use of WOVI annual theme in communications, at meetings, etc.

FINANCES, FUND RAISING, AND SPONSORS

- Meeting receipts deposited within one week
- Accounts payable submitted in a timely manner
- Solicited and received donations to WOVI, Inc. and/or Chapter
- Fund-raising events and partnerships that further WOVI's mission and goals

MEMBERSHIP GROWTH

- Benchmarks: 6/30 _____ 12/31 _____
- Growth: Net +5 Net +10 Net +15 or more
- Retention: 75% 90% Other _____
- Dues Paid/Renewed as of: 2/15 _____ 8/15 _____

LEADERSHIP

Record in your Chapter minutes the names of members (and guests) that attended the following:

- Leadership Summit (annual officer training)
- LeadersRings or PresidentsRings (supplemental training and leadership development throughout the year)
- Annual Conference for Women
- Other WOVI events



NOMINATION PROCESSES FOR WOVI CHAPTER AWARDS:

**Outstanding WOVI Member of the Year
Outstanding WOVI Member Mentor of the Year
WOVI Outstanding Chapter Leader of the Year**

1. Outstanding WOVI Member of the Year

Each year at either the Annual Meeting or other special event as determined, every WOVI Chapter has an opportunity to honor a truly outstanding member. Any active member may submit nominations for Chapter Member of the Year.

FORM TO USE: Use the *Outstanding WOVI Chapter Member of the Year* form to highlight and illustrate the attributes of your outstanding Chapter member.

2. Outstanding WOVI Member Mentor of the Year

Annually, WOVI provides an opportunity to recognize and honor members of WOVI who truly demonstrate mentoring and the mentoring program, a primary premise of the WOVI organization. Acknowledging an Outstanding WOVI Member Mentor encourages and inspires us all to continue to explore and promote mentoring.

FORM TO USE: Use the *Outstanding WOVI Member Mentor of the Year* form to highlight and illustrate the attributes of your outstanding Chapter member.

3. WOVI Outstanding Chapter Leader of the Year

The purpose of this award is threefold: 1) to recognize and honor WOVI Chapter leaders whose leadership performance has met and exceeded expectation; 2) to encourage growth in leadership and excellent service to the members and the organization; and 3) to exemplify leadership to WOVI members and the community at large.

FORM TO USE: Use the *Outstanding WOVI Chapter Leader of the Year* form to highlight and illustrate the attributes of your outstanding Chapter member.

Send completed nomination form(s) as directed on each form.

Without YOUR nominations, it is possible some awards will not be presented. These forms are provided here so you, as WOVI leaders, will keep them at the forefront of your plans and strategies for the coming year. Online submission of nominations is available at www.wovi.com (See Chapter Resources).

Final selections are made by a special panel appointed by WOVI, Inc.



OUTSTANDING CHAPTER MEMBER OF THE YEAR NOMINATION FORM

Every year WOVI women are recognized for outstanding contributions to their Chapter and to the organization. To honor an outstanding Chapter *MEMBER*, please complete the form below. This is an incredible opportunity to nominate a woman in your Chapter who attends regularly, is involved in chapter activities, and seeks to fulfill the mission, vision, and values of WOVI, Inc. Additional comments may be added to further support your nomination.

REFER TO WEBSITE FOR DEADLINE FOR SUBMITTING THE NOMINATION FORM

	Nominee	Nominator
Name:		
Chapter Affiliation:		
Email:		
Phone Number:		

This portion to be completed by the Chapter Leadership
Nominee attendance?
Guests brought?
Dues paid?
Members sponsored?
Other Participation: Conference, Leadership Summit, LeadersRings, Special Events?

Required Information: In 500 words or less, please provide a response to the items listed below. You may begin typing on the form to automatically add additional sheets as needed.

- Why are you nominating this WOVI member?
- How does the nominee serve the Chapter and actively promote the WOVI mission, vision, and values?

Please give the completed form to a Chapter Leader, OR mail to P.O. Box 803144, Dallas, TX 75380, OR attach & send to wovix@wovi.com



OUTSTANDING CHAPTER MENTOR OF THE YEAR NOMINATION FORM

Every year WOVI women are recognized for outstanding contributions to their Chapter and to the organization. To honor an outstanding Chapter *MENTOR*, please complete the form below. This is an incredible opportunity to nominate a WOVI woman who understands the mission, vision, and values of WOVI, Inc. and shows exemplary commitment to mentoring of others. Additional comments may be added to further support your nomination.

REFER TO WEBSITE FOR DEADLINE FOR SUBMITTING THE NOMINATION FORM

	Nominee	Nominator
Name:		
Chapter Affiliation:		
Email:		
Phone Number:		

<i>This portion to be completed by the Chapter Leadership</i>
Nominee attendance?
Guests brought?
Dues paid?
Members sponsored?
Other Participation: Conference, Leadership Summit, LeadersRings, Special Events?

Required Information: In 500 words or less, please provide a response to the items listed below. You may begin typing on the form to automatically add additional sheets as needed.

- How is the nominee seen as an outstanding Chapter Mentor?**
- What was the extent of the development of her mentee? Give examples of extraordinary and meaningful mentoring that you have observed or experienced.**
- How does the nominee serve the chapter and actively promote the WOVI mission, vision, and values?**
- How does the nominee exhibit the “Spirit of WOVI” – a willingness to participate, actively support and encourage others in addition to assigned mentee(s)?**



**OUTSTANDING
CHAPTER LEADER
OF THE YEAR
NOMINATION FORM**

(Official Title of Nominee)

Every year WOVI women are recognized for outstanding contributions to their chapter and to the organization. To honor an outstanding chapter *LEADER*, please complete the form below. This is an incredible opportunity to nominate a WOVI woman who understands the mission, vision, and values of WOVI, Inc., seeks to mentor members and other leaders, and exhibits dedication, responsibility, and excellent leadership skills. Additional comments may be added to further support your nomination.

REFER TO WEBSITE FOR DEADLINE FOR SUBMITTING THE NOMINATION

	Nominee	Nominator
Name:		
Chapter Affiliation:		
Email:		
Phone Number:		

This portion to be completed by the Chapter Leadership
Nominee attendance?
Guests brought?
Dues paid?
Members sponsored?
Other Participation: Conference, Leadership Summit, LeadersRings, Special Events?

Required Information: In 500 words or less, please provide a response to the items listed below. You may begin typing on the form to automatically add additional sheets as needed.

- What is the Leadership Team title of the nominee?
- In what ways has the nominee made outstanding leadership contributions?
- In her area of responsibility, how has the nominee performed?
- How has the nominee mentored her successor and other positions of responsibility to ensure growth of the individual and the success of the Chapter?
- How does the nominee recognize the accomplishments of others at Chapter meetings? Explain ways this leader instills a sense of pride in her chapter and all members.
- In what ways does this nominee participate in and enhance WOVI events outside the Chapter meetings (i.e., conference, new Chapter launches, special events and Mentor Recognition Luncheon/Event)?
- In what ways does the nominee seek opportunities and actively promote WOVI to other organizations?



WOVI Individual Recognition and Achievement Program

The purpose of the WOVI Recognition and Achievement Program is to recognize and honor individual members for their outstanding contributions and participation outside of their respective Chapters for efforts made that further the growth and enhance the value of WOVI.

Members who fulfill the following criteria are awarded WOVI's specific recognition pins in the following categories.

WOVI Leader

- WOVI Chapter leaders are recognized by WOVI, Inc. as Outstanding (Officer) of the Year. Chapters are responsible for submitting nominations on the official forms.

WOVI Influencer

- Submits a viable new Chapter lead to include name(s) and contact information and continue periodic follow-up. Recognition is earned at official chartering of the Chapter
- Sponsors five or more members into WOVI within a 12-month period – October through September

WOVI Mentor

- WOVI member recognized by WOVI, Inc. as Outstanding Member Mentor of the Year
- WOVI member who works with and supports a new Chapter from idea/lead to charter and beyond
- WOVI member who provides long-term assistance to a Chapter other than her own needing mentoring and support in rebuilding efforts

WOVI Supporter

- WOVI member who contributes to WOVI at the Sponsor Supporter or above level

WOVI Certified Mentor Badges (Members and Non-Members)

- Presented to all who complete Mentor Certification Program
- Name badge is awarded in lieu of a pin

Section Four:

Resources



Services WOVI, Inc. Provides to Chapters

Basic Services

New Member and Mentor Handbook
Membership pin for new members
Database maintenance
Website pages
Website maintenance
Newsletter, electronic via approved, monthly or bimonthly
MentoRing™ options available on website
Forms and logos for effective and efficient Chapter management

New Chapter Start-up Kit

Chapter Leadership Resource Books (one per each Leadership Team member)
By-laws and policies
Brochures

Operational Items (Available for purchase)

Note cards
Brochures
Speaker gifts
Other awards
Officer badges
Pens



Sample of MentoRing® Existing Topics - Other Topics Available on Website

Refer to www.wovi.com for exact questions and to print the document.

1. Accomplishments
2. Accountability
3. Acknowledgment
4. Action Plan
5. Aspirations
6. Attitude
7. Attracting
8. Bad News
9. Balance
10. Barriers
11. Being Influential
12. Being Me
13. Big Bodacious Goals ND
14. Brand
15. Bold Choices
16. Career
17. Change
18. Changing Careers
19. Choices
20. Confidence
21. Courage
22. Creativity
23. Decisions
24. Dream, Impossible
25. Dreams, Realizing
26. Dreams and Vision
27. Dreams, Ultimate
28. Empowerment
29. Entrepreneurial Spirit
30. Expansion
31. Expertise
32. Faux Pas
33. Financial Stewardship
34. Finding Time
35. Focus
36. Gratitude
37. Health, Managing
38. "I Can"
39. Image/Presence
40. Inner Strengths
41. Joyfulness
42. Leading
43. Letting Go
44. Life's Dream
45. Limitations
46. Marketing Myself
47. Mentoring
48. Mission
49. Money Relationship
50. Networking
51. Nurturing
52. Ordinary to Exemplary
53. Organized, Being
54. Passion
55. Personal/Professional Balance
56. Personal Vision Statement
57. Power and Influence
58. Power, Using
59. Praise
60. Priorities
61. Professionalism
62. Relationships
63. Responsibilities
64. Risk Taking
65. Role Models
66. Saying 'No'
67. Self-Advocacy
68. Self-Image
69. Self-Improvement
70. Self-Promotion
71. Self-Renewal
72. Selling
73. Sharing
74. Speaking Up/Out
75. Stress
76. Stress, Deterring
77. Success
78. Taking Care
79. Taking Charge
80. Uniqueness
81. Traditions
82. Vision (For Self and WOVI)
83. What Do You Want?

More than 100 topics are available at www.wovi.com. The above listing is a sampling of topics. Chapters may select and use one of the existing topics or suggest a new topic be developed to better complement their educational program with approval of WOVI, Inc.



WOVI Monthly Meeting

Sample Working Agenda (Adjust time to meet your schedule and time of day.)

Time	Action	Vice President or designated facilitator
5:30 PM	Registration opens, Welcome committee in place	Member Services
6:00 PM	<ul style="list-style-type: none"> • New member orientation • Mentor/Mentee connection • Building relationships Ice Breaker 	Membership Mentoring
6:30 PM	Welcome and Dinner <ul style="list-style-type: none"> • Welcome everyone. Recognize guests, new members, visiting members and VIPS • Reading of WOVI Mission Statement • Report from Committee Chairs or on Special Events • Remind everyone program begins at 6:45 PM 	President or assigned facilitator
6:45 PM	Introduce Vice President Programs to introduce speaker and program	President/Facilitator
6:45 PM Finish at 7:15 PM	Introduce Program. Introduce speaker, program title, etc. <ul style="list-style-type: none"> • Time speaker in order to keep meeting on track. • Present speaker with WOVI gift of appreciation at conclusion 	Programs
7:15 PM	Break (Optional)	
7:20 PM	Introduce Facilitator of the MentorRing	President/Facilitator
7:20 PM Finish at 8:15 PM	MentoRing Exercise <ul style="list-style-type: none"> • Announce topic • Explain procedure, timing, etc. • Conclude MentoRing 	Mentoring
8:15 PM	Announce next month's program	Programs
8:20 PM	InterestRings and other announcements Request evaluation forms be filled out	President/Facilitator
8:25 PM	WOVI Moments while filling out evaluation forms	
8:25 PM	Door Prize Drawings Benefits of Membership	President/Facilitator Membership
8:30 PM	Adjourn Meeting	President/Facilitator
	Reconcile receipts. Prepare reports Process new member applications	Finance Member Services



Sample Monthly Meeting Program
(Based on an evening program; adjust for your time of day;
exact times may or may not be included)

WOVI _____ Chapter

Date: _____

Monthly Meeting Agenda

5:30 P.M. Registration—Vice Presidents Member Services and Finance

(New Member Orientation / Mentor Mentee Connection)

Meet and Greet—All

Ice Breaker – Vice President Membership

6:00 P.M. Open Meeting, Dinner Served

Welcome—President or First Vice President

Recognition of Guests and Self-Introduction of All—Vice President Membership

6:30 P.M. WOVI and Mentoring Moments

6:40 P.M. Spotlight Speaker

6:45 P.M. Introduction of Program Speaker

7:15 P.M. MentoRing—Vice President Mentoring or designated member

7:45 P.M.

Wrap-Up—President/First Vice President

New Members—President/Vice President Membership

Door Prizes

Next Meeting: Date and Topic—Vice President Programs

Announcements

8:00 P.M. Adjourn Meeting



**Chapter Monthly Activity
Report
WOVI -**

Chapter
Date (month & year):

Completed by:

Enter the total # in attendance for the chapter meeting or event. Use separate reports for multiple meetings or events in a monthly period.

Attendance	Total
Members	
Guests	
Non-Paying Attendees	
TOTAL	0

**Membership, Dues and Other
Payment Report**

List the member name, date paid, dues amount collected as New or Renewal. For any other funds, list purpose and source in the Notes.

Name	Date Paid	Dues: Renewal	Dues: New	New Member Admin Fee	Other	Total per Name	Notes
		\$	\$	\$	\$	\$ -	
		\$	\$	\$	\$	\$ -	
		\$	\$	\$	\$	\$ -	
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -	
Due to WOVI Inc.		\$ -	\$ -	\$ -	\$ -	\$ -	= Total Due to WOVI, Inc.
		50% of Sub-Total	50% of Sub-Total	100% of Sub-Total	100% of Sub-Total		

*IMPORTANT: All NEW member payments must have the *original* application attached. Please attach any changes in information for renewals and include check made payable to WOVI, Inc. This form is used anytime funds are transmitted to WOVI, Inc.

Mail this completed form to: WOVI Inc., PO Box 803144, Dallas TX 75380-3144

OR Email as an attachment to admin@wovi.com



Meeting Recap Sheet

Chapter _____

Date of meeting _____

Cash: \$ _____

Checks:

___ x \$ _____ \$ _____

___ x \$ _____ \$ _____

___ x \$ _____ \$ _____

___ x \$ _____ \$ _____

___ x \$ _____ \$ _____

Checks Subtotal: \$ _____

TOTAL: \$ _____ *

PayPal Transactions prior to meeting:		
Name	Amount	Date
Credit Card Transactions at meeting:		
Name	Amount	Date

Meeting Income:

Members: _____ x \$ _____ \$ _____

Guests: _____ x \$ _____ \$ _____

Dues: _____ x \$ _____ \$ _____

_____ x \$ _____ \$ _____

Other:

Functions \$ _____

Raffle \$ _____

Product Sales \$ _____

Miscellaneous \$ _____

Total: \$ _____ *

Total cash & checks deposited: \$ _____
Total other payments: \$ _____
Total meeting income: \$ _____

(Bank & PayPal fees to be recorded as expenses on Finance Report)

* Totals should equal for cash and check received and to be deposited.

By: _____ Date _____

Amount deposited _____ Date _____



WOVI Expense Report

Name _____ Date _____

Total Amount \$ _____ Receipts attached? _____

Date	Items Purchased	For	Amount	Acct.
TOTAL				

Signature _____

WOVI Expense Report

Name _____ Date _____

Total Amount \$ _____ Receipts attached? _____

Date	Items Purchased	For	Amount	Acct.
TOTAL				

Signature _____

Section Five:

Governing Documents



Women of Visionary Influence
Women: Leading... Educating... Mentoring

WOVI Chapter Bylaws

Article 1: Name and Purpose

Section 1: Name

The name of the organization shall be WOVI _____ Chapter of WOVI, Inc., duly chartered by WOVI, Inc. and granted the privilege of operating under the authority of WOVI, Inc. so long as this Chapter abides by and in accordance with these Bylaws and the Bylaws of the parent organization.

Section 2: Purpose

WOVI, Inc. is organized exclusively for charitable and educational purposes, as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code. Specifically, WOVI, Inc. seeks to educate, inform, enhance, enrich, and inspire women through mentoring and leadership development.

Article 2: Membership

Section 1: General

General members shall consist of those persons having applied, been approved by the membership committee, and paid current dues, which shall include a portion payable to the parent organization, WOVI, Inc.

Section 2: Student Members

Student members must be currently attending a college, university, or other educational institution, and must meet the above requirements, except that they shall pay only the parent organization, WOVI, Inc., portion of the dues.

Section 3: Governing Members

The Leadership Team (also called officers) shall be made up of elected members of the Executive Committee and other duly elected officers.

Section 3: General Meetings

The Leadership Team shall establish the dates for regularly scheduled meetings of the Chapter. Meetings will be used to further the purpose of WOVI, Inc. by means of programs, discussion groups, speakers and other appropriate methods.

Article 3: Annual and Special Meetings

Section 1: Date

The Annual Meeting shall be in September.

Section 2: Special Meetings

Special meetings of the Leadership Team may be called by the President or a quorum of the Leadership Team. Notice of each special meeting shall be given to each board member, not less than five days prior to the day of the meeting.

Article 4: Leadership Team and Executive Committee

Section 1: Leadership Team

The Leadership Team shall include the Executive Committee and duly elected officers. The Leadership Team shall consist of up to fifteen and not fewer than five members.



Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all powers and authority in the intervals between meetings as delegated, directed, and controlled by the Leadership Team. Officers shall receive no compensation other than reasonable expenses.

Section 2: Leadership Team Meetings

The Leadership Team shall meet at least once a month, at an agreed upon time and place. Five days prior notice is required.

Section 3: Election

Election of the Leadership Team, or election of officers to a consecutive term, will occur as the first item of business at the annual meeting of the organization. Officers will be elected by a majority vote of the general membership present at the annual meeting.

Section 4: Term and Limits

Members of the Leadership Team shall serve one-year terms in a particular officer position and are eligible for re-election. Term limits for each position shall be two terms. Terms of office will run from October 1 through September 30.

Section 5: Executive Committee

The Executive Committee is responsible for overall policy and direction of the organization and delegates responsibility for day-to-day operations to the Leadership Team. The Executive Committee shall consist of President, First Vice President, Second Vice President, Vice President Administration, and Vice President Finance. Their duties are as follows:

- a. The President shall convene and preside at regularly scheduled Leadership Team meetings and general meetings, or in her absence, arrange for other officers to preside, in the following order: First Vice President, Second Vice President, Vice President Administration, or Vice President Finance.
- b. The Vice-Presidents shall oversee committees as designated by the President and will perform duties as deemed necessary or requested by the President.
- c. The Vice President Administration shall be responsible for keeping records of Leadership Team actions, including overseeing the taking of minutes at meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each officer, and assuring that organization records are maintained.
- d. The Vice President Finance shall make a report at each Leadership Team meeting. The Vice President Finance shall chair the Finance Committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to the officers and the public.

Section 6: Vacancy

Resignation from the Leadership Team shall be in writing and received by the Vice President Administration. Upon notice of a vacancy on the Leadership Team, the president shall appoint a replacement to complete the term of office, with a majority approval by the officers.

Vacancies will be filled only to the end of the current term. An officer serving more than one-half of a term is considered as serving for one full-term.

An officer may be dropped for excessive absences (more than three in one year) or for other reasons, by a majority vote of the Leadership Team.



Section 7: Committees

The Leadership Team shall create such Vice President positions as deemed necessary or appropriate to carry out the functions of the organization.

Section 8: Quorum

A quorum, representing a majority of the members of the Leadership Team, is required before business can be transacted or motions made or passed at any Leadership Team meeting.

Article 5: Finances

Section 1: Finance Committee

The Finance Committee is responsible for developing and reviewing fiscal procedures and the annual budget. The Vice President Finance is director for the Finance Committee, which shall include at least three other board members.

Section 2: Budget and Fiscal Year

The Leadership Team must approve the budget and all expenditures within the budget. The board must approve any changes to the budget.

The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board at the annual meeting and shall consist of all income and expenditures. The financial records of the organization are public information and shall be made available to the Leadership Team, general members, and the public.

Section 3: Dissolution

In the event it becomes necessary to dissolve the Chapter, the Executive Committee shall send advance notice of at least five (5) days to all general members announcing a meeting for the purpose of voting to dissolve the Chapter. The WOVI, Inc. Board shall also be notified of this proposed meeting. The Chapter shall submit to the Board, in writing, the financial status of the Chapter prior to this meeting. The resolution shall be decided by a two-third (2/3) vote of all paid members of the chapter. At that time, all funds of the chapter immediately become WOVI, Inc. funds. A financial report shall be submitted to WOVI, Inc within 72 hours of the decision to dissolve. All remaining funds shall be frozen and may only be used for payment of the outstanding debts and obligations of the Chapter. The final remaining funds and the chapter's monthly activity report shall then be forwarded by check, transfer, or bank draft to WOVI, Inc. along with proof of closed bank and/or PayPal account, all within thirty (30) days of the meeting to dissolve the Chapter.

Article 6: Amendments and Miscellaneous Rules

Section 1: Amendments

These bylaws may be amended when necessary by WOVI, Inc. Proposed amendments may be submitted to WOVI, Inc. by the Chapter Presidents.

Section 2: Removal of Members

A member may be dropped for excessive absences (more than three in one year), failure to pay dues, or for other reasons, by a majority vote of the membership committee.

Section 3: Rules of Order

The *Robert's Rules of Order* shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws.



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Introduction and Overview

WOVI, Inc. is a nonprofit organization as defined by section 501(c)(3) of the Internal Revenue Service code. WOVI Chapters are organized affiliates of WOVI, Inc. and, as long as the fundamental mission and activities take place and income limits apply, are eligible for nonprofit status as granted by the IRS.

What does being nonprofit mean? It means our finances are handled in such a way that no individual stakeholder profits from it; only the organization itself and our members reap the benefits of our mission, structure, and financial responsibility. Our IRS determination as a tax-exempt nonprofit specifies the activities we can participate in and the things we cannot do. WOVI, Inc. is a nonprofit because we are charitable and educational in nature.

What is a WOVI Chapter? It is a collection of members, mentors and leaders, active and dues-paying, who attend meetings and participate in mentoring each other. A chapter can meet in person, and should whenever possible; however, to accommodate the needs of women in extended geographic areas, the existence of Virtual Chapters (online) is encouraged.

As a charitable entity, we devote our funds, resources, and purpose to those needing a particular service—in this case—mentoring and leadership development. We spend our time and money on providing opportunities that are not met in other environments and not met particularly for women.

Being an educational entity means we provide a particular service, the dispensing of information and training designed to help our leaders and all of our Chapters' members and guests be successful in everything we do. As a 501(c)(3) organization, donations to WOVI, Inc. are considered tax-deductible; therefore, we solicit and encourage donors and sponsors of our activities.

WOVI's role is *not* to help us grow our individual businesses—although that may be a by-product of what we do—nor do we grow and promote a particular kind of business or businesses in a particular area or region. We are not a business league, career development group, or social club. WOVI, Inc. cannot participate in political activities. We are not here to network—we are here to mentor. Be aware of that as you come to meetings, invite others to meetings, and, as leaders, plan your meetings.

It is vital that our relationships and resources with WOVI and WOVI women be used to further mentoring, leadership, and education—and not to grow or enhance our or someone else's particular business. Yes, we do encourage business with WOVI women but again, that is not our *collective* mission.

The executive board of WOVI has addressed various individual requests to utilize our members' contact information to send advertising and solicitations. Time and time again, we refuse in order to respect our members' privacy AND to protect our nonprofit status and purpose. We are not a networking, advertising or marketing channel to inundate our members and guests with sales pitches and promotions. We can be proud of what we can and do offer to one another as fellow mentors, educators, and leaders.

We want each member to be a success—and that is defined personally and uniquely by each of us—the women we are meant to be. As leaders of the organization, we want to be successful in our roles within WOVI. While adding our own expertise and finesse, there are established guidelines to define and gauge our success as WOVI leaders.

Uniformity is a good word and does *not* mean cookie-cutter Chapters with everyone concentrating on the same issues at the same time in the same manner. But the plan is for the leadership and everyone who attends WOVI events, to leave with the same feelings—acceptance, respect, encouragement, and celebration. These are our very values—what we realize as valuable and important. Other feelings result—camaraderie when others are invited and encouraged to become involved, motivation to mentor someone, and satisfaction and delight in allowing oneself to be mentored by someone else.

Uniformity and standards mean, when we come together as WOVI women, we will do WOVI things in WOVI ways. These include, but are not limited to, monthly meetings with a presentation (speaker/panel/discussions) and a MentoRing© exercise. Also, members are provided with a mentor AND mentor another member outside of the regular meeting. These are our core activities.



A WOVI vocabulary has developed that is consistent. We are actually WOVI, Inc. (our legal name) and “women of visionary influence” simply describes who we are and what we do.

Because we first met and sat at round tables, there are a lot of RINGS in WOVI. We have a MentoRing© exercise at every meeting. It’s not a mentoring ring—it’s a MentoRing. We have InterestRings© (I-Rings for short)—various subgroups meeting off-site from the Chapter monthly meetings that address particular issues and interests. Previous and Current InterestRings include the EmpoweRing, ArtistsRing, WritersRing, HealthRing, and WebWiseRing, with expansion and new locations on the horizon.

When someone is being mentored, they are the mentee. When you are the Member Spotlight at a meeting, it gives us a chance to focus on you, learn more about you, cultivate your leadership traits, be amazed and inspired by you, help you, congratulate you, etc. A member-to-member table at regular meetings allows members (only) to present materials of interest to others without jeopardizing our nonprofit status. WOVI Moments are times to share things that would not have occurred had it not been for WOVI, and should be on the agenda of any meeting—board or public.

We have an Annual Conference for Women and a time-honored Mentor Recognition Luncheon/Event allowing training and acknowledgement for mentors—past, present, and future. We have only women speakers—with an occasional male thrown in, sometimes by accident—because, as our founder Pauline Shirley stated, “There is no topic of interest that cannot be addressed by a woman.” We are women and that is whom we focus on—for our own benefit and to cultivate leadership and fulfill our mission.

Dues are the same for all members. Board requirements and qualifications are universal. Monthly meetings with appropriate presenters are essential. Regular board meetings are required. We can attend any WOVI meeting in any location and be assured and proud that we will be exposed to the same benefits.

And speaking of consistency and standards, we KEEP hearing, from guests after their first meeting, “This group is like no other.” These attendees always allude to the warmth and camaraderie they feel during the regular monthly WOVI Chapter meetings. The comments, feelings, and actions speak to our quality and standards set in place in 2001, then fine-tuned and expanded since. Our consistency and standards also speak to the high quality of women that WOVI attracts.

Leaders are encouraged to refer to *Chapter Bylaws*, the *Chapter Leadership Resource Book*, and these *Policies, Procedures, & Guidelines*. The following pages are current policies presented to our Chapter leadership teams to assist in the day-to-day fulfillment of the mission and vision of WOVI, Inc. They are a supplement to our individual wisdom, team leadership, and cumulative experience and are, therefore, a work-in-progress. Feedback and input are continually requested.

General Nonprofit Status

Use of WOVI Contact Information

As a nonprofit organization, we cannot use our resources to promote or enhance the success of businesses. The address, phone, fax, or email lists administered by WOVI, Inc. or any of its affiliated Chapters, or any other list maintained by WOVI, Inc., will only be used to take care of WOVI business and disseminate WOVI information.

Our lists cannot be used to send out general messages of advertisement or support of a particular business, commercial, or political activity. Use of our lists (street addresses, telephone numbers, fax numbers, or email addresses) for profitable promotions jeopardizes our nonprofit status. Additionally, WOVI, Inc. or any of its affiliated Chapters must not sell or distribute member contact information to any outside person or organization.

Our members are allowed to gather contact information from one another and seek individual approval to send information. Our members’ contact information *can* be used for:

- Monthly meeting announcements
 - By designated committee chair *and*
 - Approved by Chapter president
- Conference/Event announcements (Approved by WOVI, Inc.)
- Chapter newsletters (mail or email)
- Contacting members for inclusion in a WOVI activity or committee



Individual, business-related information, whether by fax, mail, or email, cannot be sent as a general communication to all members of WOVI. Any communication must provide an expedient way to express a lack of interest or to deny further contact. Check with WOVI, Inc. for further details and please request approval or advice when sending out any general communication.

Political Activity

As a 501(c)(3) organization, WOVI, Inc. and its affiliated Chapters are not allowed to engage in political activity. The IRS regulation specifically prohibits endorsement of candidates, whether written or oral and therefore we may not publish or distribute anything (for or against) regarding a candidate for public office. Attendees may speak individually to one another but no general announcement or publications can be allowed.

While it may be advantageous to remind meeting attendees of upcoming elections and issues, anything other than a general nonpartisan reference can nullify our nonprofit status. Individual members can wear pins, etc. to promote a particular party, candidate, or issue, but officers or meeting facilitators will be prohibited from wearing such political promotional items at WOVI meetings and events. For additional information on approved activities see IRS Revenue Ruling 2007-41 at www.irs.gov.

Donations and Proceeds to WOVI, Inc.

Donations and sponsorships to WOVI, Inc. are generally tax-deductible. Dues, purchases of donated items, and meeting expenses may qualify as a business expense, but do not qualify as donations as the donor is getting something of value in return.

Generally, an official receipt for all donations should be provided or forwarded to the donor in a timely manner. Any donation of \$250 or more *requires* a written acknowledgement as soon as possible or no later than the file date of the donor's tax return. IRS regulations also require that a receipt or "written disclosure statement" be provided for any amount of \$75 or more of a quid pro quo (this for that) payment; the amount of the value of the item must be listed as well as the amount over and above that could qualify for a charitable donation. A general receipt document is available from WOVI, Inc. Always refer questions to one's tax preparer or accountant.

Sponsorships of meetings and events of WOVI, Inc. or its affiliated Chapters are encouraged. Prior approval is required to allow for

- 1) Adequate notification of membership
- 2) Set-up time for documents, media, presentations, web site, etc.
- 3) Conflict of interest with other potential meeting and event sponsors
- 4) Appropriateness of sponsor to the mission of WOVI, Inc.

Sale of items by members at meetings of WOVI, Inc. or its affiliated Chapters may be allowed if mutually beneficial. Prior approval is required and a fee or portion of the sales must be forwarded to WOVI, Inc., the Chapter holding the meeting, or an approved outside organization as previously determined by the leadership. (See *Funding and Sponsorship of Other Organizations*.)

Promotion or Advertisement of Organizations other than WOVI

- 1) Distribution of information through the WOVI, Inc. and Chapter distribution lists via email or the postal service is strictly limited to the business of WOVI, Inc. and Chapter events.
- 2) No reference to the WOVI name, logo, or its membership can be used without prior approval of WOVI, Inc.
- 3) Any announcement or advertisement at a Chapter meeting or other WOVI event by a member for special interests can be made available to the membership only at the request of individual members. Information cannot be distributed to all present but can be left in a specific place for members to take voluntarily. Chapter presidents or the presiding officer of the meeting must be notified prior to the meeting to determine whether there is time on the agenda for the announcement.
- 4) In guest introductions, please ask guests to restrict their introductions to name, what brought you to WOVI, who invited you to the meeting, and profession.



Funding and Sponsorship of other Organizations

Regarding support of other organizations: WOVI's purpose is to serve our membership through the mission, vision, and values. All decisions regarding support of outside organizations shall be based on the following:

- 1) WOVI's nonprofit status;
- 2) Full Chapter Leadership Team's approval; and
- 3) The internal mentoring program is successful and complete, and is meeting the needs of the Chapter's members.

Membership

Membership Application Requirements:

- Completion of form
- Payment required when application is completed or will not be processed, counted, or added to database
- Can add or update mentor contributions and needs at later date
- Membership is open to women 18 years of age or older
- Males can attend meetings but cannot join
- It is the member's responsibility to notify the Chapter and/or the executive board of WOVI, Inc. of any changes to her contact information
- Chapter officers will forward any changes in membership information to WOVI, Inc. immediately upon receipt.

Membership Benefits

New members will receive a WOVI pin and Member Handbook. Any WOVI Chapter member may attend any and all functions of any visited Chapter at the member rate, if applicable. Proof of membership may be required. All members are offered the opportunity to receive a mentor and to be a mentor. Refer to Services Provided to Chapters section of these policies for additional benefits.

Full member benefits, including voting privileges, will occur upon receipt and processing by WOVI, Inc. of application and payment from Chapter or member.

Changes in Chapter Membership

If a regular member wishes to transfer membership to a new city or location with a Chapter and time is remaining on the dues cycle, member must notify original Chapter president in writing (mail or email is acceptable) who will verify member status to the new Chapter president. Member is still considered active and does not need to renew with the new Chapter. Portion of dues remains with original Chapter.

If a regular member moves and visits a Chapter in a new city or location in January or July, dues renewal is paid to the new Chapter and regular member benefits apply. Portion of dues is sent to WOVI, Inc. and the rest remains with the new Chapter.

Membership-at-Large

In order to allow all women access to WOVI, Inc. and the benefits of membership despite scheduling or location, women may join as members-at-large. So that there will not be a decrease in funding for local Chapters, applications for members-at-large will be considered by WOVI, Inc. on a case-by-case basis. If approved, dues will be paid in full to WOVI, Inc. with no portion going to any Chapter. Notice of at-large members will be given to all Chapters. Prior to notification, Chapter officers may determine appropriate meetings fees at their discretion.



Since members-at-large are not affiliated with any specific Chapter, they are not allowed to vote at any annual meeting of any Chapter, nor be a part of any Chapter's mentor/mentee process. Members-at-large will have access to available WOVI activities, will receive WOVI publications and information, have the opportunity to support WOVI charitable and educational events, and are expected to serve as spokeswomen for WOVI, encourage membership, and promote mentors for women.

Upon proof or verification of membership, the following will apply:

The approved member-at-large

- 1) may attend any monthly meeting of any Chapter at the discounted member rate, if applicable;
- 2) may attend InterestRings™ or special events put on by any WOVI Chapter;
- 3) may attend the Annual Conference at the discounted member rate, if applicable;
- 4) will receive a Membership Handbook and other new member materials; and
- 5) will have access to a listing of WOVI, Inc. Chapters for assistance in locating meeting times and places.

Membership Record Process for Chapter Board

- 1a) Forward original, legible application to WOVI, Inc. with check for dues portion owed and accompanying report, or
- 1b) Forward original, legible application to WOVI, Inc. with credit card information for dues and accompanying report; dues portion to Chapter will be forwarded after the close of the month.
- 2) Copies of applications received directly by WOVI, Inc. will be forwarded with the dues portion to the Chapter president after the close of each month.
- 3) Distribute copy of application to Vice President for Mentoring and other committee directors or chairs as indicated on form.

Dues, Renewal, and Collection Policy

Dues are \$60.00 semiannually or \$120.00 annually. New member fee is \$20.00. A \$20.00 discount is applicable for annual dues paid in January or July. Thereafter dues are prorated at the rate of \$10.00 per month.

Members who attend the February and August meeting who have unpaid dues have the option of renewing their dues at the monthly meeting and paying the member fee or paying for the meeting at the guest rate.

Dues reminders will be sent in June and December by the Chapters in coordination with the Vice President Membership.

The Chapter is expected to follow-up as appropriate to encourage members to renew in a timely manner. WOVI, Inc. portion of the dues must be forwarded within 30 days of receipt of funds as stated in the Financial Reporting Policy.

For payment of dues by credit or debit cards, transaction information and accompanying report must be forwarded to WOVI, Inc. within one week of receipt for processing. It is important to do this in a manner that assures the confidentiality of the information provided. After the close of each month, Chapter portion of the dues will be forwarded via check. A statement will accompany the check and reflect the figures and members' names, along with a copy of the new member application, if necessary. Any discrepancies in the figures must be made within 30 days of receipt by the Chapter.

Renewing and Reinstating Members

Members who pay their dues within six (6) months of dues expiration are considered renewing members and may choose to 1) renew retroactive to their dues renewal date, thus maintaining continuous membership or 2) renew at the prorated amount based upon date dues are paid. In either case, no new member application fee is required.

- Members who reinstate their membership after more than six (6) months but less than 12 months have lapsed pay prorated dues amount from that date. Reinstating members requiring/desiring a new WOVI member pin and a Member and Mentoring Handbook are pay the new member application fee, along with the dues prorated at time of reinstatement.



- Members who reinstate their membership after more than twelve (12) months have lapsed are considered new members and are required to pay the new member application fee and will receive a new WOVI member pin and a Member and Mentoring Handbook.

Chapters, Leadership Teams, and Finance

Basics for Chartering a New Chapter

- Minimum of twenty (20) members with completed applications and dues payments
- Minimum of five officers: President, First Vice President, Second Vice President, Vice President for Administration (Secretary), and Vice President for Finance (Treasurer)
- Officers will be appointed by a majority vote of initial group of potential Chapter members until officers are elected by the current, paid membership in attendance at the annual meeting.

As a summary, the Chapter Start-Up Application requires the following:

- Completed application
- Reports from start-up meetings
- Information regarding launch meetings (minimum of 2 required)
- Information regarding next three proposed meetings (refer to Chapter Standards in *Chapter Leadership Resource Book*)
- Proposed Leadership Team information and contact information
- Proposed Chapter name for approval
 - Name based on geographic meeting area (example: WOVI North Dallas)
 - Virtual Chapters to include “VC” in name (example: WOVI VC Prime)

Additionally, the Leadership Team must provide the following:

- Ideas for advertising to new and target market
- Planned location OR online (virtual)
- Meeting times (and time zone)
- Information for WOVI web site

It may be determined that each member of the group should donate funds to assist in starting the Chapter. Start-up funds, other than dues, if applicable, must be an equal amount for all donors. These funds (all or part) *can* be reimbursed at a later date and must be distributed in an equal amount to all original donors.

The decision of WOVI, Inc. will be forwarded in writing and an official certification of charter, if applicable, will be sent to the Chapter president or current presiding officer within one month of receipt of application. It is up to the newly appointed officers to follow-up with the executive board of WOVI, Inc. for any necessary officer training outside of the Leadership Summit.

In-Person Meetings and Virtual Meetings

Whenever possible, any meeting related to the business or operation of WOVI, Inc. should be in person. Online or virtual platforms can also be used, as well as combinations of in-person and virtual.



Chapter Leadership Team Meetings

A quorum for a Leadership Team meeting is a majority of all Leadership Team members (executive committee plus all other vice presidents.) A minimum of one meeting per month is required to oversee all Chapter functions and proceedings. If determined by a majority vote of the Leadership Team, meetings can take place via conference call with the following limitations:

- 1) The first meeting in January year shall be face-to-face if at all possible.
- 2) The transition meeting for the newly elected officers shall be face-to-face if at all possible, and no later than November.
- 3) In addition to the January and transition team meetings, at least one meeting per quarter shall be face-to-face.

On rare occasions, urgent decisions of the Leadership Team may be made via conference phone calls, as long as all members have been notified and a quorum of members is included in the call. A consensus on an urgent matter or transaction may take place via email if *all members* of the Leadership Team are allowed to respond and the final decision is sent to all members; however, a motion must be made, seconded, and approved at the next board meeting to be recorded in the official minutes to ratify the decision; otherwise, the decision is rescinded. Additionally, though not expedient, if not all Leadership Team members have access to email, voting can take place via mail, with the decision not taking place until all have returned a signed motion.

Officer Elections

Currently, the annual meeting is in September of each year and is basically the only time the general members vote. (See *Officer Vacancies* for possible voting exception.) The nominating committee for new officers is, therefore, appointed in July and reports in August. Officers are elected by a majority vote of active members in good standing and present at the time of the election at the annual meeting. If more than one candidate is nominated, vote will be by ballot; otherwise the slate of officers can be presented and voted on as a whole. It is recommended that ballots, if used, be destroyed immediately after the meeting.

The new officers are required to attend the Leadership Summit during the annual conference. The transition meeting should be no later than November. Refer to the *Chapter Leadership Resource Book* for officer responsibilities.

Leadership Transition

The immediate Past President of a Chapter shall serve as a member of the Chapter Leadership Team in order to ensure continuity of all necessary reports and information required of the Chapter. If the immediate Past President is not available to serve, the President shall appoint an experienced member, preferably a former President, as a mentor to serve in this capacity.

General Officer Expectations

Officers are required to attend monthly board meetings and be active in the planning and execution of the monthly public meetings. Attendance at or valuable input prior to monthly meetings are required of appointed committee chairs. In the absence or termination of the president, the chain of command is in the following order: First Vice President, Second Vice President, Vice President Administration, and Vice President Finance.

An officer may be asked to resign after missing more than three board meetings and/or three public meetings during her term. A written resignation is expected; email is acceptable. If she refuses, the board, by majority vote, may recommend termination and the presiding officer will contact the officer in question for final discussion and appeal. At the next board meeting, a vote by the board is taken and a new officer is appointed per Article 4, Section 6 of the Bylaws.

Officer Vacancies

The bylaws cover the general termination or resignation of officers. Should the office of the President be vacated, either by resignation or termination, the First Vice President shall assume the role until either a replacement is 1) appointed after approval by a majority of the board, if less than one-half of the term is left, or 2) elected by a majority of the members at the second meeting after the vacated role, if one-half or more of the term is left. If three months or less of the term remains, the First Vice President may assume the role, with board approval, until the regular election at the annual meeting.



Important follow-up regarding any officer change:

- Notify WOVI, Inc. immediately for new badges, web site updates, etc.
- Obtain copy of *Chapter Leadership Resource Book* and other pertinent forms
- Delete former officer, if applicable, from bank account
- Add new officer, if applicable, to bank account

Parliamentary Procedures

Standard parliamentary procedures should be followed at all board meetings. Minutes are to be recorded for any meeting with a quorum in attendance. The minutes should minimally cover any motions voted on, whether approved or not. A copy of the financial report, signed by the Vice President Finance, should always be included with the minutes. The officers shall approve the agendas, topics, or presenters for any monthly meeting or special event.

Finance

The annual budget of each Chapter shall be voted on and a copy forwarded to WOVI, Inc. by the end of February of each year. Until the annual budget is approved, funds spent must be voted on and approved prior to expenditure.

Open bank account within two months after application is approved or provisional approval to begin a Chapter has been authorized by the executive board of WOVI, Inc. Fiduciary responsibility of the Chapter belongs to the executive committee: President, First Vice President, Second Vice President, Vice President Administration, and Vice President Finance. The account must meet the requirements for nonprofit organizations set by the bank of their choosing. All five of the executive committee shall be on the bank signature card, with a minimum of three at all times. Two signatures are required on all checks. Be sure to delete any changes to officers as soon as possible or no later than one month after the change.

At the conclusion of each fiscal year (January to December), the following financial reports are to be submitted to WOVI, Inc. for audit and IRS reporting, as well as for the Chapter's historical and financial records:

- Balance Sheet
- Profit & Loss Statement
- List of programs, presenters, and contact information
- List of mentor/mentee connections
- IRS Form 990-N
- Other as desired or requested

Additional documents needed for audit (to be returned to the Chapter):

- Checkbook register
- Copy of bank statements

Financial Reporting Policy

The following financial reporting policy for all Chapters, for review by WOVI, Inc. is as follows:

- Monthly Activity Report
- All monies owed to WOVI, Inc. for dues must be submitted within 30 days of receipt.
- All monies owed to Chapter by WOVI, Inc. will be forwarded after the close of each month.



The following is a sample financial statement that includes required items. This is to be used by the Chapter at Leadership Team meetings and copies forwarded to WOVI, Inc. at the end of the fiscal year for the audit.

WOVI-Sample Chapter
January 20XX
Financial Statement

Previous amount (as of MM/DD/YYYY) \$ _____

Income:

Dues	
New	\$ _____
Renewals	\$ _____
Meeting Income	
Members	\$ _____
Guests	\$ _____
Other	\$ _____
Donations	\$ _____
Sponsors	\$ _____
Fund Raisers	\$ _____
TOTAL:	\$ _____

Expenses:

WOVI, Inc. Dues Portion	\$ _____
Meeting Costs	\$ _____
Budgeted items	\$ _____
TOTAL:	\$ _____

Current amount as of MM/DD/YYYY \$ _____

Respectfully submitted,
Signature and name of VP-Finance

Other Reports and Documents as needed:

- Officer elections at the annual meeting (ASAP for inclusion in October conference)
- Copy of annual audit report (no later than March 1)
- Annual approved budget (no later than March 1)
- Special event attendance records and feedback
- Special fund-raising events figures
- Changes in leadership (for website update, name badge orders, etc.)
- Requests for promotional items, handbooks, WOVI charms, speaker awards, etc.
- Copies of any items in local media
- List of donations received
- Donations/scholarships disbursed
- InterestRing attendance and feedback



Dissolution of Chapters

A Chapter of WOVI, Inc. may discontinue operation by one or more of the following determinations: vote of current, active members of the Chapter; cessation of membership; or by decision of the executive board of WOVI, Inc. Upon notice in writing of the dissolution of the Chapter, the executive board of WOVI, Inc. shall notify members of the former Chapter, other Chapters, and any required governmental entities. The balance of any remaining funds will be forwarded by check or bank draft to WOVI, Inc.

Current members in good standing of dissolved Chapters can

- become a member-at-large, or
- transfer remaining membership to another Chapter; however, no remaining dues will be forwarded to the new Chapter.

Activities

Mentoring Activities

WOVI, Inc. is dedicated to the provision of mentors and mentees for all members and to the education of the mentoring process. It is vital, therefore, for the individual Chapters to encourage and motivate creativity and opportunity for mentoring and mentor training. With coaching, guidance and approval by WOVI, Inc., Chapters are allowed to utilize appropriate methods and resources while maintaining the integrity and traditions of WOVI.

Mentor/mentee connections within the Chapter are of paramount importance. The process is ongoing as new members are added and the three-month initial period ends. New connections shall be assigned by the mentoring chair within three months of new member joining or member request.

Current approved activities include a MentoRing© exercise at monthly Chapter meetings and events and various, local InterestRings©. Less regular opportunities exist at designated mentor training sessions or seminars, structured time at monthly meetings, and new member orientation. Other methods may be added as appropriate; prior approval is required.

MentoRing©

WOVI, Inc. founder, Pauline Shirley, developed the MentoRing©, a practical exercise offering input and feedback to participants in small groups. The purpose is to allow additional insight to problems and situations that all women face though with individual needs and repercussions. Maintenance of confidentiality and courtesy are paramount to the success and value of the MentoRing. Following the directions and time constraints on the provided MentoRing form, remarks are to be honest and informative, yet positive and supportive.

Templates of MentoRings are provided by WOVI, Inc. for copying and distribution by the Chapter. It is recommended they be requested at least one month prior to being utilized *and* that the exercises coordinate with the monthly meeting theme or speaker/panel topic. Additional topics may be suggested and added with prior approval as may meet the needs of the individual Chapter's members.

InterestRings™

In addition to monthly meetings, WOVI Chapters have developed common interest groups led by members for those desiring help or enlightenment in specific areas. The regularly scheduled subgroups, called InterestRings© (also called I-Rings), highlight a multitude of interests, concerns, or pursuits. Examples include I-Rings in the arts, fashion, writing, oral skills, and mentoring of leadership roles and skills, etc. **WOVI's nonprofit 501 (c)(3) status prevents us from being or offering networking groups that serve to promote the businesses of members.**

Suggestions of new or additional InterestRings by local Chapters must be submitted in writing for approval by WOVI, Inc. and prior to initial meeting. Upon determination that the I-Ring is of value and appropriate for the membership and mission of WOVI, Inc., the parent organization shall notify the Chapter of approval and proceed with appropriate promotion on the web site, to other Chapters, etc.



Membership in WOVI includes participation in any or all InterestRings. Guests may attend an I-Ring two times without joining. After two free visits, it can be determined that sufficient benefits of WOVI have been received and the guest will be required to join at the current semi-annual rate to continue participation.

Events for Members

Standard meetings for WOVI Chapters include monthly meetings and approved InterestRings. Generally, other organization-wide events will be coordinated by WOVI, Inc. These include such things as fund-raising events for the parent organization, silent auctions at multi-chapter events, special members-only events, officer training, leadership training, and others as deemed appropriate to promote the mission, vision, and values of WOVI, Inc.

Chapters are encouraged to provide special events for their individual members and invited guests. A written proposal must be presented through the Chapter president for the executive board's consideration and must contain the following:

- 1) Specifics about the event or service;
- 2) A statement of the value of the event/service to the Chapter members and WOVI;
- 3) A statement explaining how the event/service supports the mission, vision, & values of WOVI; and
- 4) Information about how the event/service will be implemented and administered so that the Chapter meets its fiduciary responsibilities to its members.

Chapter Programs

It is very important to keep in mind the purpose of the programs and the important role they play in fulfilling the organization's mission. The monthly meetings' agendas should be established and determined with input from members and decided on by a majority vote of the Chapter's board of directors. Preparation of the information to be posted on the web site coordinates with other promotion of the Chapter meeting to members, guests, and the media.

To that end, each monthly meeting should include, but not be limited to, the following:

- MentoRing© exercise, preferably coordinated with meeting topic
- Speaker(s) addressing a topic of common interest to the members
- WOVI moments
- Appropriate greeting and interaction, including welcoming of guests
- Membership information and opportunity
- Recognition of new members
- Member spotlight
- Announcements of InterestRings and upcoming WOVI events

Other meeting elements that may add to the effectiveness, but not always necessary or appropriate include:

- New member orientation
- Time for mentors and mentees to connect
- Committee reports
- Appointment and report of nominating committee
- Election of new officers
- Door prizes and/or activities that add to meeting ambiance and involvement of attendees

NOTE: Refer to Chapter Standards for complete details on Chapter meeting requirements.
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WOVI Guidelines for Information Promoting Program/Speaker on the WOVI Website and in Social Media

Preparing the information to be posted on the website also prepares the promotion of your meetings to your members, guests and the media. It is very important to keep in mind the purpose of the programs and the important role they play in fulfilling the organization's mission and purpose.

IMPORTANT: Be sure to obtain approval of the Chapter president or designated officer prior to submission. This assures there are no errors and allows final editing. It is important to exhibit a high level of professionalism in all public relations activities.

Posting to Website

Information should be posted three weeks prior to the meeting in order to get adequate exposure.

Social Media

As with all WOVI communications any use of social media in promoting of meetings and events and the organization must be in keeping with WOVI's Mission, Vision and Value Statements and its by-laws and policies.

Purpose of the Monthly Speaker/Program

1. To educate our members and guests.
2. To attract guests and members to the meetings.
3. To uphold the professionalism of our organization.
4. To fulfill the mission and vision of our organization.

First Things First: Answer These Questions When Selecting a Presenter or Topic

1. Is this a topic of general interest and appeal to women?
2. Does the presenter have obvious credibility and knowledge of the topic?
3. Will this topic and presenter attract guests to your meeting?
4. Are you excited about the topic and motivated to invite guests?

Second: When Preparing Information to Promote Presenter and Presentation, Answer These Questions

1. Why this speaker?
2. Why this topic?
3. Why this topic for this particular meeting?
4. Why this speaker and topic for this audience and potential audience of women?

Third: Information That Makes Effective Promotion

1. Photo of presenter (in electronic format or downloadable from presenter's website).
2. Short biographical information written and ready to be posted without editing.
3. Include contact information approved by presenter such as phone number, email and website..4
4. No more than 100 words, preferably between 50 and 100 words.
5. Bio should emphasize speaker's knowledge and credibility on the topic.
6. Brief summary of presentation.
7. Summary should focus on benefits to audience
 - What will they learn?
 - What will they take away?
 - What they will do as a result of hearing the presenter
 - How will the information affect them professionally and/or personally?

Punch It Up!

Promotions deserve, require and demand punch! Eliminate passive voice in your writing. Use action verbs and colorful words that paint pictures in the reader's mind. An exciting message creates energy. Clearly express the benefit to the participants. Remember, you are writing a promotional advertisement or a marketing piece rather than a news article.

Be specific in your requirements of the speaker. For example, request a short bio and brief explanation of their program. Give them a time frame in which to provide you with this information. Also provide them information on the audience and event and be sure to include topic and time constraints.



Chapter Members as Presenters

Chapter leaders and members may occasionally present at regular Chapter meetings or special events. However, no member shall give more than one (1) presentation per year in their own Chapter, whether at a regular meeting or a Chapter sponsored event.

The VP of Programming shall make every effort to find outside speakers of interest and value to the members. If they determine that a member can provide that value, then the member may present a maximum of one time per year. Chapters shall not schedule more than two (2) different Chapter members to present during any one year at regular Chapter meetings.

Men as Presenters

Since WOVI is an organization of women, for women, and about women, it is preferred that we give women first opportunity to be presenters at Chapter meetings and special events. However, if there is a particular topic of interest in which a suitable woman presenter cannot be found, a male may be invited to present.

General Policies

Services Provided to Chapters

In addition to mentoring officers and members, leadership training, counsel, recognition, and awards, WOVI, Inc., as the parent organization, provides the following items and services to Chapters.

Basic Services

New Member Handbook
Membership pin for new members
Website page(s) and maintenance
New Chapter Start-up Kit
Chapter Leadership Resource Books (one per officer, annually)
Bylaws
MentoRing exercises
Database and Membership list (2/year)

Operational Items (Available for purchase)

Speaker Gifts
Awards
Note cards
Brochures
Duplicate member pins
Officer badges

Logo Use

The official, trademarked WOVI name and logo will be used on all documents from WOVI, Inc. and distributed to Chapters for Chapter use, and shall include: report forms, signage, stationery, business cards, nametags, MentoRing © exercises, and other approved documents or items. Chapters shall request permission from WOVI, Inc. prior to printing and distributing the WOVI name or logo on any other documents, items, signage, media, web sites, etc.

WOVI Brand Color Palette

WOVI's colors are RED and TEAL, with black and white as secondary colors, as well as shades of RED and TEAL. For more branding information, refer to WOVI's Brand Guidelines.

RED: 0c/100m/100y/0k – 230/0/28 – Hex e6001c TEAL: 85c/30m/45y/10k – 16/110/113 – Hex 106e71

WOVI Branding of Chapter Websites

WOVI, Inc. provides a universal website as part of its services to Chapters. Each Chapter is provided a full page to list meeting information, officer contacts, pictures, videos, audio, and other items of interest. Entry or update of submissions to the current website must follow existing procedures.



Banners for the website are currently created by the webmaster to differentiate the Chapters and their locations, but alternatives may be submitted and used, upon approval, provided the official WOVI logo is also visible.

Other than on the Chapter page of the WOVI website, outgoing communications on behalf of WOVI Chapters must include the WOVI logo and Chapter name. In addition, if used, one of the following tag lines is suggested: 1) Women of Visionary Influence, 2) Women: Leading...Educating...Mentoring, or 3) Empowering women to lead and mentor.

Approved Vendors

Any and all vendors, used for any purpose and paid for by WOVI, Inc. or any affiliated Chapter, for products or services must be approved in advance. The selection process must be fair, unbiased, without preferential treatment due to status, office or relationship, except for preference to a woman or woman-owned business, and with fiduciary responsibility a priority. If the vendor selected provides products or services that are apparent and obvious to the membership or event participants, information regarding the purpose and results of the vendor are to be clearly announced, in advance, to all, with appropriate follow-up as required.

Involvement with Other Nonprofits

The main purpose of WOVI, Inc. is to benefit our own members. Occasionally a Chapter may want to contribute to a nonprofit organization or cause. While this is not prohibited, it must not be the driving force behind the activities and purpose of a Chapter.

To ensure that the purpose of WOVI is maintained, the following criteria must be met before any fundraising or involvement with other organizations begins:

- 1) The Chapter must have at least eight (8) out of ten officers, including the president in place.
- 2) The Chapter must be holding regular monthly meetings with a variety of presenters that benefit the needs of the members.
- 3) Any donations of money, goods or time, will be limited to no more than two (2) organizations or causes per year.
- 4) The beneficiary of the donations must be submitted to the WOVI, Inc. Board and approved at one of the regular board meetings.

Events Other Than Chapter Meetings

The monthly Chapter meetings are intended to meet the mentoring, educational, informational and motivational needs of its members. Occasionally, additional functions may be held.

Social Gatherings / Functions

Chapters may have additional social gatherings such as anniversary parties, MentorMentee Happy Hours, or other social events for members and their guests, for which there is no charge other than the costs of the event itself (meals, beverages, etc.).

Special Events

Special events shall be defined as a workshop, seminar, or program offered to members and the general public that falls outside of regularly scheduled meeting times. These shall be limited to no more than two (2) per calendar year, and shall be held only for the purpose of:

- 1) Increasing awareness of WOVI to the general public with the intent of building Chapter membership.
or
- 2) Generating additional income to be used for the benefit of the overall membership and officers. Examples would be: help defray costs of attendance at the annual conference, fund a library of books that would inspire, inform, or motivate members, or to help defray cost of a meeting room.



With prior approval from the WOVI, Inc, Board of Directors, the income may also be used in support of a nonprofit organization or cause. See policy “Involvement With Other Nonprofits”.

To ensure that the Chapter’s purpose remains focused on the members, the following conditions must apply to Special Events:

- 1) The Chapter must have at least eight (8) out of ten officers in place, including a President.
- 2) The Chapter must be holding regular monthly meetings with a variety of presenters and topics that benefit the needs of the members.
- 3) The Chapter must have an effective Mentor/Mentee program in place, with every member being a Mentor and having a Mentor.
- 4) An event proposal must be submitted for approval by the WOVI, Inc. Board of Directors.

Badges and Pins

Badges and Pins for Board Members, Management Council and Chapter Officers are initially provided by WOVI, Inc, and issued once per year at the WOVI, Inc annual meeting. The cost of Chapter officer badges will be shared between the Chapter and WOVI, Inc.

An officer or Chapter requesting replacement for a lost or damaged badge or pin will be charged for the full cost of the badge, plus any applicable shipping and handling costs.

If a Chapter must replace an officer or fill a vacant office midyear, new badge(s) may be ordered at full cost plus any applicable shipping and handling.

Prior Approval Required

As a summary, here is a list of items that require prior approval:

- 1) Use of logo on printed stationery and/or promotional items
- 2) Marketing of other organizations
- 3) Additional InterestRings
- 4) Change in regular monthly meeting time
- 5) Change in meeting fees charged to members and guests
- 6) Male speakers
- 7) Chapter composed MentoRing (submit to Board)
- 8) Request for member-at-large
- 9) Involvement with or donations to other nonprofit organizations
- 10) Special events sponsored by Chapter
- 11) Others as appropriate

Policies, Procedures and Guidelines elaborate on and clarify WOVI Bylaws, mission, vision and values in order to simplify the efforts of the Chapters and leaders. New policies, procedures and guidelines added during the year will be distributed upon approval and made available in subsequent printings of this document.

