

**ABPW**  
**OFFICERS AND COMMITTEE CHAIRS**  
**2018 POLICY MANUAL**

New Officers and Directors begin to function after the passing of the gavel at the December Membership Meeting.

Officer/Director/Committee Chair job descriptions shall be kept as part of the ABPW Policy Manual.

Officer and Director Board Members are required to attend all Board Meetings. Committee Chairs will provide written reports to their designated board liaison to be presented at the board meetings.

Ad hoc committees may be formed by the Board as required.

**SUMMARY OF RESPONSIBILITIES**

**PRESIDENT** - Presides at General Membership and Board Meetings.

**PRESIDENT-ELECT** – Performs all duties of President in President's absence and assists President as needed.

**SECRETARY** - Is responsible for recording Minutes of Membership Business and Board Meetings, maintaining up to date By-Laws, Policy Manual and is in charge of ABPW correspondence.

**TREASURER** - Is responsible for collecting dues and keeping monetary records for ABPW. Forms a budget committee with the Treasurer-Elect and President-Elect.

**TREASURER-ELECT** - Assumes Treasurer's duties in Treasurer's absence. Takes attendance at Membership Meetings and is responsible for name tags.

**PARLIAMENTARIAN** - Assists Board with following Roberts Rules of Order at Membership Business and Board Meetings.

**IMMEDIATE PAST PRESIDENT** - Advisor to the board with voting privileges.

**DIRECTORS** - Serve as a liaison between their assigned committees and the Board.

## PRESIDENT DUTIES

1. Shall create agendas and preside at all general Membership and Board Meetings.
2. Shall be responsible for sending reminder notices to the Officers and Directors for the monthly Board Meetings.
3. Shall be responsible for supervising all officers and ensuring that their duties are properly executed.
4. Shall be the primary spokesperson for the Association on all matters.
5. Shall oversee the calendar of events.
6. Shall ensure the membership process is followed according to the by-laws.
  - President notifies the Membership Chair, all Directors and Assigns a Director to new member once approved.
7. Shall not vote unless there is a tie.
8. Shall provide the President's message for inclusion in the newsletter.
9. Shall ensure the budget for the following year is presented by the Treasurer to the Membership at the November Business Meeting and is voted on.
10. Shall negotiate contract for the following years meeting venue along with the President-Elect, Treasurer, Treasurer-Elect.
11. Shall present the slate of officers along with nominations from the floor to the Membership at the November Business meeting to be voted on.
12. Shall recognize outgoing Board Members and Committee Chairs at the December membership meeting.
13. Shall appoint interim Committee Chairs, both Standing and Ad Hoc, in the event a position becomes open during her leadership.
14. Shall have signature authority (with Treasurer and Treasurer-Elect) on all Association bank accounts.

## **PRESIDENT-ELECT DUTIES**

1. Shall perform all duties of the President in the President's absence.
2. Shall assist the President at Membership Meetings and arrive early to greet speakers and members.
3. Shall assist the President with other duties as required.
4. Shall, along with current Committee Chair and Director, review committee members in effort to groom next year's Chair.
5. Shall chair the Nominating Committee that is appointed by the Board in August. The slate of officers needs to be presented to the Board by the October Board Meeting.
6. Shall be part of the Budget Committee.
7. Shall negotiate contract for the following year's meeting venue along with the President-Elect, Treasurer, Treasurer-Elect.
8. Shall survey the membership and provide Committee sign up sheets at November Business meeting.
9. Shall recognize the outgoing President at the December meeting.

## SECRETARY DUTIES

1. Shall be responsible for keeping minutes of Membership Business and Board Meetings.
2. Shall email Board Meeting minutes to the Board Members within a week of the meeting for review and correction. Once corrected, provide copies at next Board Meeting to be accepted.
3. Shall email Membership Business Meetings minutes within a week of the meeting for review and correction. Once corrected, provide copies at next Board Meeting. Then provide the minutes to be accepted by the Membership at the next Business Meeting.
4. Shall post all minutes for meetings on the website once accepted.
5. Shall be responsible for maintaining and ensuring up to date By-Laws, Policy Manual and Procedures Guide are posted on the website, and is charged with safekeeping of the same.
6. Shall be responsible for ABPW correspondence.
7. Shall keep an electronic record of all minutes to provide to the next Secretary at the end of term.

## **TREASURER DUTIES**

1. Shall be responsible for collecting all dues and other monies as necessary for the Association, and for posting same to proper budget account.
2. Shall invoice members via email by December 1st for the next year's dues, which are delinquent after January 31st.
3. Shall maintain all bank accounts and balance monthly statements.
4. Shall be responsible for maintaining the active Membership list and work with Website Chair in keeping the Directory up to date.
5. Shall keep monetary records and books necessary to provide to regulatory agencies as required (including filing of any required IRS forms); and prepare year-end report.
6. Shall provide written reports, along with Bank Statement, to the Board at the Board Meetings.
7. Shall provide written reports to the Membership at the Business Meetings.
8. Shall post all reports on the website once accepted.
9. Shall be responsible for Association's tax records and tax-exempt status, and provide required information regarding tax-exempt status to Members as needed.
10. Shall form a Budget Committee in September. Committee shall consist of the President-Elect, Treasurer-Elect and at least one other Board Member.
11. Shall present the Budget to the Board for approval during the October Board Meeting, then present at the November Business Meeting.
12. Shall have signature authority (with Treasurer-Elect and President) on all Association bank accounts.
13. Shall Keep an electronic record of all reports to provide at the end of the year term.

## **TREASURER-ELECT**

1. Shall assist Treasurer and assume Treasurer's duties in Treasurer's absence.
2. Shall have signature authority on all Association bank accounts (with Treasurer and President).
3. Shall take attendance at general Membership Meetings and record on website.
4. Shall report the attendance of Members and Guests at Membership Meetings to the Board at each Board Meeting.
5. Shall be responsible for ordering, distributing, and collecting Member name-tags.
6. Shall negotiate contract for the following year's meeting venue along with the President, President-Elect, and Treasurer.
7. Shall be a part of the Budget Committee.
8. Shall determine who shall be awarded the perfect attendance award at the January Business Meeting.
9. After November Business meeting advise each committee of next year's budget.

## **DIRECTORS**

1. Shall serve as liaison between their assigned Committees and the Board.
2. Shall work with the Board to review the survey results and direction of the Association prior to any planning by Committees.
3. Shall attend Planning Meetings of their assigned Committees.
4. Shall contact the Committee Chair(s) at least one week prior to Board Meeting's to obtain a report. A written report should be provided to the President if the Director is unable to attend.
5. Shall, along with the President, plan the agendas for upcoming meetings and events.
6. Shall be assigned a New Member by the Board. The Director shall make personal contact and be responsible for orienting new members to Committees, Social Functions and the Organization in general.
7. Shall make every effort to sit with a New Member(s) at their first 2 meetings and greet Members upon arrival at the check-in table.

## **PARLIAMENTARIAN**

1. Shall be responsible for maintaining parliamentary procedures at all general Membership and Board Meetings according to Robert's Rules of Order.
2. Shall be responsible for taking minutes in the absence of the Secretary.



## RESPONSIBILITIES OF COMMITTEES & CHAIRS

### GENERAL RESPONSIBILITIES:

1. Appointed by the incoming President prior to the December Meeting.
2. Term is for one year.
3. Will be provided procedures from previous years' chair.
4. Minutes to be recorded at each Committee Meeting.
5. Provide email reports to Directors when requested.
6. Provide verbal reports and plans at Business Meetings.
7. Responsible for their budget and budget recommendations for the following year.
8. Will provide procedures and pertinent information for the following year's Chair.
9. Ad Hoc Committees may be formed by the Board as required.

## SUMMARY OF RESPONSIBILITIES:

**MEMBERSHIP** - Review applications for Membership and determines eligibility.

**PROGRAMS** - Organizes programs for the ABPW Membership Meetings.

**SOCIALS** - Organizes socials for ABPW Membership.

**SEEDS** - ABPW members come together with our SEEDS (Support, Encourage, Endorse, Defend, Serve) program to help girls/women succeed in life.

**HUGS** - Addresses personal needs of Members.

**HISTORIAN** - Member with longevity for history and guidance.

**PUBLICITY & PHOTOGRAPHY** - Records and maintains the history of the group. Generates press and public announcements about ABPW.

**ORGANIZATIONAL DEVELOPMENT** - Ad hoc Committee to undertake special projects, assess long range needs and provide strategic planning. It is recommended that this Committee be comprised of several Past Presidents and the President-Elect.

**RETREAT** - Organizes intentional time for members to engage, re-energize, inspire, and focus on self and relationship building.

**BUSINESS AFFAIRS** - Communicates information from community, state and national organizations that impact Members and their businesses.

**WEBSITE & NEWSFLASH** - Oversees the website and newsflash.

## **MEMBERSHIP CHAIR RESPONSIBILITIES**

1. Shall ensure Membership Applications, Sponsor Form and contact information is up to date on website.
2. Shall Process and Procedures are followed.

### **a) Application Process**

- Process starts when Chair receives Application, two Sponsor letters, check for pro-rated dues and \$75 Application Fee.
- Chair circulates Application and Sponsor letters to her Committee for vetting.
- If Candidate is approved, Chair forwards the Application and Sponsor letters to the Board with a recommendation for approval.
- If Candidate does not meet the By-Law requirements, Chair contacts Sponsors and the Board regarding the decision.

### **b) Approval Process**

- President presents the Candidates information to the Board for approval with the Chairs recommendation for approval.
- If Board approves the Candidate per the By-Laws, the President will notify the Membership by email.
- The Membership has until the next Board Meeting to voice any objections.
- If there are no objections, the President will announce at Board Meeting the Candidate is an Official Member.
- All rejections, the sponsors are to be notified. The decision to notify the Candidate how and why will be handled case by case between the Membership Chair, Sponsors, Director, and President.

### c) Welcome Process

- President notifies the Membership Chair, all Directors and Assigns Director to New Member.
- Chair notifies Sponsors and New Member.
- New member is added to website.
- Treasure-Elect orders name badge.
- Chair shall write an introductory paragraph about the New Member that, if needed, can be used for the newsletter, Facebook, or formal welcome Introduction.
- Chair sends “Welcome Email” to New Member.
- Chair adds New Members to the “New Member History log” and forwards to all Directors.
- The assigned Director shall make personal contact and be responsible for orienting New Members to Committees, Social Functions and the Organization in general.
- The assigned Director shall make every effort to sit with a New Member(s) at their first 2 meetings and greet Members upon arrival at the check-in table.
- Chair, Sponsors, Director, and President coordinate New Members formal welcome introduction at next Membership Meeting.

## PROGRAM CHAIR RESPONSIBILITIES

1. As soon as survey results are available, set planning meeting with Director and Committee Members.
2. Plan a purposed calendar with programs for 8 Meetings plus the December Holiday meeting. Assign a Lead Committee Member to each of the 8 Meeting.
3. Run Meetings, lead discussion and take minutes. Minutes to be sent out to Director and Committee.
4. Provide proposed calendar of programs to Director and Board for approval.
5. Once approved, provide necessary information to update the website calendar with dates and complete details. Create invitation to make it interesting and encouraging for Members to attend.
6. Work closely throughout the year with assigned Director.
7. As speaker and topics are secured, enter data on website into Meeting Manager.
8. Ensure next Meeting information always appears on the home page.
9. Schedule email and text reminders for Meeting registration. First reminder email sent out Thursday, 2 weeks prior to the meeting. Second reminder sent out Thursday 1 week prior along with text reminder.
10. Contact venue Friday prior to Meeting with final count and any necessary equipment, projector, and specific room layout.

## **PROGRAM COMMITTEE LEAD RESPONSIBILITIES**

1. One month prior to that month's program confirm needs of the Speaker.
2. One week prior, contact and confirm Speaker. If outside Speaker, purchase a \$50 gift card and thank you card. Get reimbursed from Treasurer.
3. One day prior, contact and confirm Speaker.
4. Arrive by 7:15am to confirm set up, greet and sit with Speaker.
5. Introduce Speaker.
6. Present Speaker with thank you and gift card.

## SOCIAL CHAIR RESPONSIBILITIES

1. As soon as survey results are available, set planning meeting with Director and Committee Members.
2. Plan a proposed calendar that includes Socials, Social with a Purpose, Give Back Social, and the December Holiday Party. Assign a Lead Committee Member to each social.
3. Run meetings, lead discussion, and take minutes. Minutes to be sent out to Director and Committee.
4. Provide proposed Social calendar of events to Director and Board for approval.
5. Once approved, provide necessary information to update the website calendar with dates and complete details. Create each social invitation to make it more visual and fun.
6. Schedule email and text reminders. Post and send out invite through Facebook.
7. DECORATE tables at all Membership Meetings. Set out Flyers with invite to upcoming Social on one side and entire calendar on the other.
8. Review registrations for each Social from website to update Host of attendance and general planning.
9. Attend and help with all events.
10. Take pictures and provide to Website Chair.
11. Send thank you to Host.
12. Work closely throughout the year with assigned Director.

## **SOCIAL COMMITTEE LEAD SPECIFIC RESPONSIBILITIES**

1. Confirm final details with Venue and Director one month prior.
2. Provide sign in sheet at event.
3. Provide one paragraph write up to the Director.
4. Social with a Purpose see below.



## **RETREAT CHAIR RESPONSIBILITIES**

1. As soon as survey results are available, set planning meeting with Director and Committee Members.
2. With assistance from the Committee, select a theme, date and location based on survey results and submit to Director for Board approval
3. Once approved by Board, provide website write up and submit for review to Director.
4. With assistance from the Past Chair, Committee Members and Director, determine program fees, food and lodging cost and submit to the Board for review.
5. Manage the collection of the Retreat expenses.
6. Collect and track the attendees fees and forward to the Treasurer.
7. Provide a survey to those that participated and a survey for those that did not attend to assist in planning next retreat.

## **SOCIAL WITH A PURPOSE AND GIVE BACK SOCIAL CHAIR RESPONSIBILITIES**

1. As soon as survey results are available, set planning meeting with Director and Committee Members.
2. With assistance from the Committee and Director select a date and location based on survey results.
3. Review date with Organization benefiting from event.
4. Provide preliminary information to Director for Board Approval.
5. Once approved by Board, with assistance from the Past Chair, Committee Members and Director, determine what items are needed for the bags.
6. Manage the collection of the Retreat expenses.
7. Collect and track donations and forward to the Treasurer.
8. Three months out,
  - a) Compose a flyer to place on the table and website providing the details of social.
  - b) Start collecting donations at Membership Meeting.
  - c) Start purchasing Cami's and Flip-Flops as you find on sale.
9. Two months out, request assistance from Membership (need five) to help at Dollar Tree.
10. One month out, contact Dollar tree to confirm store availability.
  - a) Retrieve Sales Tax Exempt Certificate from Organization to use when placing order.
11. Three weeks out, place order on line
12. Six weeks out, email registration for event.
13. Two weeks out,
  - a) confirm Helpers and provide date and time for break down.

- b) Borrow tables and tubs from Members and the Organization to put items in after breakdown.

14. One week out,

- a) Confirm number of attendance including Organization representatives and provide to Caterer.
- b) Break down case packs and transport tubs to Organization

15. Provide individual totals (including time worked and dollar amounts) to Organization for Member's donation receipts.

## HUGS COMMITTEE CHAIR RESPONSIBILITIES

1. Shall reach out to Membership by addressing needs of individual Members. Such as
  - a) Award recognition
  - b) Happy Birthday Wishes
  - c) Personal illness
  - d) Family illness
  - e) Death of a family member
2. Upon the death of a member's immediate family, shall coordinate with the Freeman Library to purchase a book in the memory of the deceased. The subject matter of the book should be one that was of interest to the deceased person.
3. Shall notify Membership of needs and provide support via email and monthly meeting announcements as needed.
4. Ensure dates and locations for Hug's luncheons are posted on website and Facebook.

## **HISTORIAN RESPONSIBILITIES**

1. Shall provide with past ABPW experiences and guidance to the Board as needed.

## **PUBLICITY & PHOTOGRAPHY CHAIR RESPONSIBILITIES**

1. Records and maintain the history of the Group.
2. Generates press and public announcements about ABPW via Facebook page, Website and local publications.

## **ORGANIZATIONAL DEVELOPMENT RESPONSIBILITIES**

The purpose of this Ad-hoc committee is to assess long-range needs of the organization, provide strategic planning and direction.

1. Every third year the bylaws will be reviewed and proposed revisions made.
2. It is recommended that this committee be comprised of several Past Presidents and the President-Elect.
3. The Committee Chair reports to the President-Elect who serves as liaison to the board.

## **BUSINESS AFFAIRS CHAIR RESPONSIBILITIES**

1. Shall communicate information from Community, State and National Organizations that impact Members and their businesses.
2. Attend Clear Lake Area Chamber monthly lunches. Lunch to be reimbursed by ABPW.
3. Set up a Committee of two to four Members to assist as needed.
4. Provide form letters and contact information for issues that effect Membership.
5. Secure a table at the Chamber Non-Profit Fall Luncheon.
6. Provide quick update at Membership Meetings when there is something to report.



## **SEEDS**

### **Support Encourage Endorse Defend Serve**

ABPW members come together with our SEEDS (Support, Encourage, Endorse, Defend, Serve) program to help girls/women succeed in life.

Goal/mission is to do our part to help the women who arrive at The Bridge and Bay Area Turning Point Shelters; sometimes with nothing more than the clothes they are wearing, with life skills that will enable them to be self-sufficient.

The goal/mission will focus on enlarging our involvement/influence with our chosen shelters from our Social with a Purpose program to a more engaged and ongoing relationship.

1. The Committee shall come up with a schedule for frequent and varied direct involvement with the women such as
  - a) offering workshops for budgeting
  - b) etiquette
  - c) interviewing skills
  - d) motivation.

## **WEBSITE & NEWFLASH CHAIR RESPONSIBILITIES**

1. Oversee the website ensuring information is current and correct.
2. Insert information provided by Board for monthly newflash.
3. Work with Treasurer in keeping the Directory up to date.

## **Ad-Hoc Business Development Committee**

**Established 2018**

Bring awareness to ABPW and expand its reach. Develop activities that provide opportunities for growth to Members businesses.

1. Shall bring awareness of ABPW and expand it's reach.
2. Develop activities that provide opportunities for growth to ABPW Members Businesses.
3. Develop a flyer to represent ABPW.
4. Be instrumental in creating a logo.
5. Create an Elevator Pitch for Members to use.
6. Create and update an infographic to show the ABPW footprint in this area.
7. Seek out opportunities in the area to recognize ABPW businesses through awards given in other groups that members might be eligible for. i.e. business organizations such as Woman of Excellence.
8. Consider other likeminded groups that ABPW can affiliate with for networking opportunities as appropriate.