

Clayton WIN Policy & Procedure

How we as individuals on the Board help to accomplish our core mission

**Clayton Women in Networking
(WIN)
Policy & Procedure Manual**

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(Addendum)

1. WIN Mission Statement

Supporting and empowering women entrepreneurs and professionals through development opportunities and networking to make a positive impact on the community.

2. Board and Contractor Job Descriptions

President

It shall be the duty of the President to ensure that the Mission of Clayton WIN is carried out through activities, meetings, professional development workshops, fundraisers, and community outreach efforts.

The President and Vice President shall review the WIN by-laws annually and submit any proposed revisions to the Board for approval.

The President shall preside over a monthly general meeting agenda that allows for the timely completion of WIN business along with interesting, educational, motivational, and informative programs.

The President shall preside over all regular and special meetings of the Board and perform all other duties that ordinarily pertain to the office of the President including representing WIN at community functions.

It shall be the duty of the President to develop an annual budget for WIN and maintain updated organizational, governance, and other documents for the organization for their term.

The President will oversee and/or designate, as necessary, to ensure that WIN documents, forms, and organization governmental filings are completed in a timely manner.

The President will designate a board member to act as a contact person with paid WIN employees or contract individuals.

The President will ensure communications go out in a timely manner via email, constant contact, website, etc.

Vice President

It shall be the duty of the Vice President to preside over all monthly general, regular, and special meetings of the Board in the absence of the President and to perform other duties as determined by the President.

The Vice President will conduct a needs-based membership survey in the 4th quarter of the year to aid in planning workshops and activities for the following year.

The Vice President shall function as WIN's representative at any community functions when the President is unable to attend.

The Vice President will assist the President with timely communications to membership and will be responsible for keeping the website up to date.

The Vice President shall maintain the list of Friends of WIN and lead the efforts in recruiting more per the budget.

Treasurer

It shall be the duty of the Treasurer to have custody of all WIN funds, accounting for it to the Board monthly and at any other time as requested by the Board.

The Treasurer shall ensure that all IRS and other required reports are filed in a timely manner.

The Treasurer shall be the designated board member to oversee the job responsibilities of the WIN bookkeeper and be their main Board contact.

The Treasurer will maintain WIN financial accounts pursuant to the WIN Bylaws, including use of WIN reimbursement and remittance forms for all check disbursements.

The Treasurer will validate individual financial reports for each general WIN event, activity, and fundraiser, provided that the chairperson of each event creates their own report itemizing all expenses and all income.

The Treasurer shall also be responsible for and/or overseeing the invoicing and collection of all monies due from the WIN members.

The Treasurer will provide necessary information to the designated outside auditor to complete a yearly review of financial documents, including IRS filings.

The Treasurer shall, prior to WIN monthly general meetings (and other events as applicable):

- Have QR code and \$150 petty cash available for charges and cash change at the table.
- Maintain a list of checks and cash received to balance with the deposit at the end of the general meeting.
- Prepare a check to the vendor for meeting costs or use the WIN debit card
- Verify with another board member the petty cash balance prior to the close of the meeting.

Secretary

It shall be the duty of the Secretary to keep comprehensive minutes of all the WIN monthly Board meetings and provide a copy of the minutes to the President before the next Board meeting. These minutes shall be maintained on a thumb drive that can be stored in the storage unit. The minutes will also be kept in a secondary electronic location, for redundancy. They shall be provided to any member in good standing, upon request.

The secretary will check the PO Box regularly.

The secretary will send out the newsletter in the absence of a Public Relations Officer. The President will provide the information for the newsletter and proofread it before it gets sent out.

Membership Chairperson

It shall be the duty of the Membership Chairperson to chair all general meetings in the absence of the President, Vice President, and Program Chairperson.

The Membership Chairperson shall, prior to the WIN monthly general meeting:

- Set up a registration area for attendees, greet guests, and check in prepaid attendees.
- Set up the box for guest business cards and registration signs etc.
- Provide labels for name tags, have New Membership literature ready for guests, Assign Ambassadors to greet members and guests as they arrive, and gather guest business cards, so guests can be recognized during membership updates.
- Introduce guests and call upon them to stand and wave ONLY. No speaking.
- During the update, give # of members, introduce new members ask them to briefly state their business, and have them give their 30-sec intro.
- Send Clayton WIN information to guests and add guests to the General Interest Constant Contact list.

The Membership Chairperson shall process new membership applications:

- When membership applications are received, email the prospective member to let her know the membership application has been received and is being processed for approval.
- Assign New Members to a WIN sister.
- Maintain the most current and updated WIN sister spreadsheet.
- Update Constant Contact with WIN new members.
- Update google doc list of current members.
- Send a welcome email to the new members.

Program Chairperson

It shall be the duty of the Program Chairperson to chair all meetings in the absence of the President and Vice President.

It shall be the duty of the Program Chairperson to plan programs for all WIN monthly general meetings, and professional development workshops and to secure and introduce all speakers at those events. She may identify an ad-hoc committee to help plan a large workshop; in which case she will hold regular committee meetings and provide a budget and an event timeline to aid in planning.

It shall be the duty of the Program Chairperson to collect the speaker bios and other information relevant to the meetings and workshops, as well as create an event page for the workshops and general meetings from the Clayton WIN Facebook page as well as in Constant contact if RSVP's or tickets are required, in the absence of a Public Relations Officer.

It shall be the duty of the Programs Chair to provide the marketing materials in a timely manner for the professional development workshops to be posted in public as well as online. She may delegate this responsibility to a member of the committee.

All income and expenses for the Professional Development Workshops will be deposited to/withdrawn from the Fundraising Account.

It shall be the duty of the Program Chairperson to supply general meeting/workshop reservation numbers to the venue/caterer four days before the event allowing enough time for ordering food and event preparation.

Activities Chairperson

The Activities Chairperson shall oversee the planning for Let's Connect and other social activities, as well as the Holiday Party.

It shall be the duty of the Activities Chair to secure sponsors for monthly Let's Connects per the budget. She will preside over the monthly Let's Connect meetings and ensure that the meeting flows appropriately and she will order food/drinks from the venue per the budget. She will take attendance and give all guest contact info to the Membership Chair so that she can follow up and enter them in the General Interest Constant Contact List.

It shall be the duty of the Activities Chair to identify activities in the community that would make good WIN sister events and get the information out to the members so that they can participate.

It shall be the duty of the Activities Chair to plan a WIN Holiday Party per the budget.

It shall be the duty of the Activities Chair to create an event page for the event from the Clayton WIN Facebook page as well as in Constant contact if RSVP's or tickets are required for anything she has planned in the absence of a Public Relations Officer,

Community Outreach Chairperson

It shall be the duty of the Community Outreach Chairperson to facilitate and work as the liaison with nonprofit organizations on behalf of the WIN Board and organization. She will look for areas in the community WIN can help serve and become more involved with. The focus should be on volunteer needs and a donation of time vs money. However, if a monetary need in the community is identified the Chair can present that to the Board for consideration.

The Community Outreach Chairperson shall oversee and maintain the Professional Development Grant (PDG) program for WIN:

- Review and evaluate the PDG applications.
- Present the PDG applications to the Board and request a vote.
- Keep a record of all past PDG recipients.
- Follow up with recipients to ensure they fulfill their obligations.

Resources Chairperson

The Resources Chairperson shall oversee the planning of all Board-approved fundraising activities which will benefit WIN's Community Outreach efforts including but not limited to the Festival of Trees. All income and expenses from these fundraisers will be deposited to/withdrawn from the Fundraising Account.

She will also oversee the planning of board-approved major community events that benefit WIN's General Account/operating expenses, including but not limited to the Business Expo. These events carry out WIN's mission of having a positive impact on the community. They are not intended to be major fundraisers, but the profits and expenses can be built into the operating budget appropriately.

It shall be the duty of the Resources Chair to provide regular updates regarding the planning of the fundraisers/community events to the Board.

It shall be the duty of the Resources Chair to identify an ad-hoc committee to help plan each fundraiser/community event. She will hold regular committee meetings and provide a budget and an event timeline to aid in planning.

It shall be the duty of the Resources Chair to provide the marketing materials in a timely manner for the fundraiser to be posted in public as well as online. She will create an event page for the event from the Clayton WIN Facebook page as well as in Constant contact if RSVP's or tickets are required, in the absence of a Public Relations Officer. She may delegate this responsibility to a member of the committee.

Public Relations Chairperson or Administrator

This could be a Board Position or an independent contractor position, with a salary to be paid monthly at the end of each month in which work is assigned. It shall be the duty of the Public Relations Firm to develop and implement plans to provide the public with information about WIN and to promote WIN's service projects and activities in conjunction with the Activities Chairperson and the Programs Chairperson.

Position responsibilities include:

- Keeping up to date on both the WIN website and social media to include social media assignments, including website updates, emails through Constant Contact, and others as deemed necessary to meet the needs of the organization.
- The Public Relations firm shall prepare and distribute WIN newsletter each month.
- Public Relations firm shall also be responsible for all WIN Invitations, Constant Contact, and maintaining and updating all printed materials in conjunction with the Membership Chairperson.
- Photograph all events for historical records.
- Prepare the tent table inserts when needed.
- Provide KPIs and other statistical information on social media assignments to the Board at monthly Board meetings.

Bookkeeper

This is an independent contractor position, with a salary to be paid monthly at the end of each month in which work is assigned. Finance (Treasurer) will be the Board contact for the bookkeeper.

Position responsibilities include:

- QuickBooks and accounting assignments as directed by the Treasurer – including member invoicing, monthly reconciliation, and entering transactions.
- Transactions include: all monthly invoices, past due re-invoicing, and transactions for both bank accounts.
- Monthly reconciliation for both General and Fundraising accounts.
- Maintain account receivables to reflect current status.
- Meet a minimum of once a month with the Treasurer to review all financial information and documentation.
- Contractor will continuously review, establish, and identify record-keeping systems that are needed or require improvement and present to WIN President or designee.

Position Expectations Include:

- Provide all financial information to the Treasurer monthly or as requested.
- Work will primarily be completed independently, so the ability to prioritize and problem-solve is necessary to ensure deadlines and targets are met.

Website curator

This is an independent contractor position, with a salary to be paid annually at the beginning of the fiscal year. Vice President is the Board contact for the Website curator.

- Maintains website and makes requested changes from the President of WIN or an individual designated by the WIN President.
- Ensure the website is fully responsive on various devices, especially mobile phones and tablets.
- Address and resolve any technical issues or glitches on the website.
- Provide support for website users encountering problems.
- Be available for emergency responses, such as addressing website outages or critical issues promptly.

3. Annual New Board Transition Protocols

All previous year Board members will train the new Board members in all areas of their responsibility and will attend the Board retreat and/or January board meeting if requested by the incoming President.

Each Board member requiring a co-chair should have their respective co-chairs filled by January 31 and report their co-chair to the Vice President.

Passwords referred to in this section should be updated every year or when changed and provided to the Clayton WIN President as well as a copy being placed in the cash box.

- Financial – The President, Vice President and Treasurer will have ALL passwords
 - Bank Accounts
 - Change signature names on both the General and Fundraising Accounts, and Bank cards

- PayPal/Stripe
 - Change username, password, and security question
- QuickBooks
 - Change username and password
- Budget
 - President shall submit a new budget at the annual WIN Strategic Meeting
 - Cash box – provide cashbox and code to incoming Treasurer
 - Provide checkbooks to incoming Treasurer
- Provide all Board members with a copy of and directions concerning completing the expense request forms

The President & Vice President will have ALL passwords for:

- Change usernames and passwords for:
 - claytonwinboard@gmail.com and info@claytonwin.com
 - Social Media Pages
 - Constant Contact
 - Stripe
 - Storage Unit

4. Business Woman of the Year

Business Woman of the Year Award

- BWOTY Award process is overseen by the President.
- Nominees can be submitted by any WIN member who is in good standing.
- The vote will be at the November general meeting - only WIN members in good standing may vote.
- The BWOTY Award will be presented at any WIN-sanctioned event in December.

5. Monthly General Meeting

- No Refund Policy – The monthly general meeting fee will be determined by the Board of Directors. This is a meeting fee and is nonrefundable regardless of whether the member attends/eats lunch. The monthly general meeting fee will NOT be credited for future meetings.
- Monthly meetings will be open to both members and nonmembers who might be interested in joining.
- Literature/Sales/Notices/Coupons/Handouts etc., brought in by members or visitors will be confined to the back table only and not allowed on the dining tables

6. Email Protocols

- Email blast to membership will be determined by the President and Vice President.

- Email blasts are to be limited to general meeting invitations, social invitations, and important announcements from the President.
- Email blasts will not be used to advertise member businesses.
- Except for the Clayton Chamber of Commerce, the Clayton WIN email address list will not be shared with individual members or to other groups/businesses.

7. Social Media Protocols

- The Clayton WIN Facebook page will always have at least three (3) Board members as administrators
 - i. Activities – Programs - Resources
- The Facebook page will allow members to post announcements about their business if approved by the administrators.
 - i. Member can submit posts to the Facebook page regarding their business, or other posts that are appropriate to share with the membership.
 - ii. No political posts will be allowed.
- LinkedIn and Instagram or other appropriate social media will be linked to the Facebook page.

8. Professional Development Grant

Refer to the Clayton WIN Professional Development Grant Application and FAQ.

9. Strategic Planning

- The President may direct the Board to develop a formal Strategic Plan if deemed necessary to carry out WIN's Mission at any time. If a formal Strategic Plan is developed, the President will ensure that it is routinely referred to and updated. She will delegate the action items to the appropriate Board members and committees.

Addendum – Someone please update this section.

Forms:

- 100 – Clayton Businesswoman of the Year Nomination Form
- 300 – Reimbursement Form
- 301 – Missing Receipt Affidavit
- 302 – Remittance Form
- 303 – Purchasing Form
- 400 – Cash Box Reconciliation Form
- 500 – Professional Development Grant Application