

WBC OPERATING GUIDELINES

(Amended September 2017)

The operating guidelines contained in this document shall govern the Women's Business Council (the "corporation" or "WBC") in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of WBC.

GOALS AND PURPOSE

The goal and purpose of the corporation is to:

- A. Provide service(s) to Champaign County communities, foster networking, and provide a forum for members to discuss career goals, opportunities and mutual concerns.
- B. Provide a communication link between local business and professional women and the community.
- C. Provide monthly programs of interest to working women.
- D. Foster the professional growth of members by offering opportunities for development of leadership skills within WBC's committee structure.
- E. Recognize the achievements and contributions made by working women.
- F. Provide personal and professional contacts in a social and business environment for working women.
- G. Impact the community through fundraising and service projects.

Whenever possible and within the bounds of prudent financial practice, WBC will transact business with firms that are members of WBC.

GENERAL DUTIES OF THE BOARD OF DIRECTORS/ADVISORY COMMITTEES

Each director is responsible for organizing a committee as needed, to function under their direction, as soon as possible after taking office.

Each director shall keep a detailed history of all activities under their supervision. A report shall be prepared at year-end focusing on activities that were successful and suggestions on activities for which there was no time for action. The purpose of this documentation is to help the directors function smoothly and assure continuity from year to year.

A budget for each committee shall be prepared by the director appointed as chairperson for the Committee and submitted to the President during the first meeting of the new year so it can be considered by the board.

All expenses for activities must be pre-approved by the director responsible for the activity. Such bills will be paid monthly after the director has submitted the bill to the treasurer for payment.

Each director shall recommend to the President, a member(s) capable and willing to assume responsibilities as a director of WBC.

All items and issues that require an approval and/or vote by the board of directors shall be submitted in writing to the President prior to the next scheduled board meeting.

Each director serving as chairperson of a committee is responsible for submitting a committee report to the executive board seven days prior to the board of directors meeting, except the Treasurer's report.

Members of the board of directors must attend a minimum of nine (9) board meetings and seven (7) monthly membership meetings (luncheons) per calendar year to remain on the board. The Vice President will keep track of board of director's attendance.

A director must obtain approval from the board of directors (as defined by the bylaws) before making any purchases.

A post office key will be held by the President as well as the Treasurer.

Board meetings will be held monthly as determined by the directors as the first meeting of the year.

SPECIFIC DUTIES OF INDIVIDUAL DIRECTORS

BYLAWS ADVISORY COMMITTEE

1. The bylaws, resolutions, policies and procedures (including these operating guidelines) will be reviewed and monitored on a continual basis.
2. A current copy of the bylaws, resolutions, policies and procedures will be placed on file with the Bylaws Chair and current Secretary
3. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the organization.

COMMUNITY SUPPORT ADVISORY COMMITTEE

1. Will distribute annually a Request for Proposals to obtain applications from not-for-profit organizations to partner with for the next year.
2. Will develop standards and criteria for use in evaluating applications. The standards and criteria should be reviewed yearly.
3. Responsible for planning and executing a minimum of two fundraisers each calendar year.
 - a. One event will support the board-approved annual charitable partner
 - b. One event will support WBC operations, scholarships, and service projects.
4. Responsible for securing donations and/or sponsors for the fundraiser.
5. Responsible for reviewing service oriented projects available in the community and for planning service activities during monthly meetings to allow members to network while performing service activities.
6. Will make recommendations to the board of directors regarding the selection of the not-for-profit partner and all other aspects of fundraising activities.
7. Will monitor the fundraiser fund account and report the balance of the account monthly at the board of directors meetings.
8. Proposed event supporting charitable partner must be approved by the board of directors six months in advance. Proposed event supporting WBC must be approved by the board of directors three months in advance.

MEMBERSHIP ADVISORY COMMITTEE

1. Responsible for providing the web coordinator with information on new members in order for the web coordinator to create the web profile and password.
2. Responsible for ensuring the retention and growth of WBC through membership mailings, personal contact, and community outreach.
3. Responsible for maintaining a current membership roster for mailing/emailing purposes.
4. Responsible for organizing a luncheon/membership drive once a year in coordination with the Programs Committee.
5. Responsible for preparing a new member packet for all new members. This packet will consist of membership orientation materials.

6. Responsible for presenting each new member with a new member packet and introducing the new member to the membership at the next luncheon in which the new member attends.
7. Responsible for producing the membership application with the appropriate changes from year to year.
8. Responsible for reporting all new members and any changes in members to the Web Coordinator and President.
9. Introduce guests at the monthly meeting and maintain a list of those guests. Send thank you notes to guests after each luncheon along with a letter of invitation to become a member if appropriate.
10. Responsible for tracking attendance of members at luncheons.
11. Responsible for tracking guest attendance at luncheons to ensure no more than two luncheons are attended prior to applying for membership.

NETWORKING ADVISORY COMMITTEE

1. Responsible for creating an environment within WBC which is conducive to social and professional interaction between members.
2. Support and coordinate networking activities at the monthly meetings and special WBC events.
3. Proposed events will be submitted in writing to the board of directors two months in advance.
4. Approved events must be finalized and provided to the Web Coordinator and PR committee six weeks in advance.
5. Any contracts relating to events planned by the Networking Committee must be signed by the President at the board of directors meeting after board of director's approval.
6. The Networking Committee must plan a family friendly event one time per year for WBC members only.

PROGRAMS ADVISORY COMMITTEE

1. Responsible for planning monthly meetings from February through December. Monthly meeting topics and/or speakers will be announced at least two months in advance.

2. Responsible for submitting program topics for monthly meetings to the board of directors for approval
3. Will formulate a survey of the general membership annually to determine areas of interest to be considered for future program topics and service opportunities. The general membership is encouraged to bring to the attention of the Programs Chair any projects which should be considered for support by WBC.
4. Responsible for contacting speakers, selecting the menu for monthly meetings, and preparing a request-for-proposal for succeeding year's luncheon location. Responsible for all arrangements for monthly programs, such as contacting management of the meeting locations to arrange for meeting rooms, luncheon service, and any audio/visual equipment needed by the speaker.
5. Responsible for all correspondence related to the programs: confirmation letters, acquiring information to introduce speaker, sending article to Public Relations for press releases, thank you letter to the speaker, as well as announcements of future programs.
6. Luncheon reservations should be received by Friday prior to the week of the luncheon to the program director or their designate. The reservation list will be sent by e-mail to the Programs Chair or a designated committee member who will confirm the guarantee number with the luncheon provider.
7. The Programs Committee will coordinate the cash collection for luncheons and keep records of member's reservations and actual attendance at the monthly meetings. Luncheon fee collection requires the following:
 - a. Copy of reservation list
 - b. Square or credit card reader and electronic device to take credit card payments

A copy of all guests and members attending the luncheon will be given out to the membership director within two business days of the luncheon.
8. The Programs Chair or a designee will maintain nametags for all members to be worn at luncheons.
9. Will coordinate with the Networking Committee to offer at least one networking-focused luncheon per year; the Membership Committee to offer one membership drive luncheon per year; and the Fundraising Committee to offer at least two programs featuring speakers from local non-profit organizations. The President and/or Vice President will coordinate the January Annual Meeting Luncheon each year.

PUBLIC RELATIONS ADVISORY COMMITTEE

1. The public relations director is responsible for developing and maintaining positive public relations between WBC and the community.
2. Responsible for submitting all information to the news media after approval of the President or Vice President. Information should include board of directors list at the beginning of new year, notices of all scheduled meetings, and topics of programs, workshops, and seminars.
3. Responsible for submitting all information on member's achievements to the Web Coordinator in a timely manner.
4. Responsible for organizing all special events where the opportunity is available to promote WBC.
5. Responsible for our social media activity. Directors that have access to our social media are: President, Vice President, PR Chair, and a designee from the PR Committee.

SCHOLARSHIP ADVISORY COMMITTEE

1. It is the responsibility of the Scholarship Chair to review all scholarship applications submitted to WBC.
2. The Scholarship Chair will make recommendations to the board of directors for awards and amounts to be given.
3. Committee will submit scholarship recipient information to the Web Coordinator within two business days of board approval.
4. Will work with the Scholarship Chair to organize a fundraising event to supplement the scholarship fund and/or service projects. Proposed event must be approved by the board of directors 6 weeks in advance.
5. Scholarship Chair and committee are responsible for compiling/updating a brochure on available scholarships and distributing it to members each year by February 1.
6. Scholarship Chair and committee are responsible for maintaining the a) Ruth B. Jones Scholarship Fund for active members pursuing further education for career advancement and b) Jumpstart Scholarship Program for a female graduating high school seniors in Champaign County.

Ruth B. Jones Scholarship Award Criteria

- a. Applicant must be an active member of WBC for a minimum of one (1) membership year and have renewed their membership for an additional year. Active member is defined by attendance of at least six (6) WBC luncheons per year and two (2) additional activities per year of the one (1) year prior to scholarship application and one (1) year after receipt of award.
- b. The applicant will remain an active member of WBC as defined in (a) above for a minimum of one year after receiving said scholarship; otherwise, scholarship funds must be repaid in full.
- c. The Scholarship Committee may request updates on grades and/or progress on a regular basis, which will be monitored and kept by the Scholarship Committee. This information will be requested by the Scholarship Committee and furnished in writing by the applicant.
- d. Once approved, the treasurer will issue a reimbursement check to the applicant when presented with a reimbursement request form and paid receipt from the applicant for workshops, seminars, classes, etc.
- e. Reimbursement will not be issued for meals and travel expenses.
- f. Scholarship funds can be used to reimburse an eligible member for applicable professional development or education related fees.
- g. The lifetime scholarship is capped at \$1,000, Members who are active for five (5) consecutive years since their last scholarship award can renew their lifetime scholarship “bank” and are eligible to receive another \$1,000. Annual reimbursements are capped at \$300 per calendar year.
- h. Prior to additional scholarship awards, applicants shall supply the committee with a copy of grade cards from the prior semester, if applicable. The applicant must have received a “C” average or better to be eligible for additional scholarship monies.

Jumpstart Scholarship Award Criteria

- a. Eligible candidates include graduating female seniors enrolled in a Champaign County school only, who’s cumulative GPA is 3.0 or higher out of 4.0. (Ability to provide proof of this, if requested.)
- b. Applicant must provide proof of enrollment at an accredited post-secondary education institution or trade school.
- c. For consideration, responses should be submitted, along with a personal statement, comprised of 250 words or less question responses, on or before March 15th.

SECRETARY



1. The Secretary will be responsible for recording the minutes at each meeting of the board of directors. A draft of the minutes will be submitted to the board of directors no less than ten business days prior to the next board meeting.
2. These records will be kept by the President and in the Secretary's book and passed on each year to the new Secretary. A permanent set of records should be kept by the current President.

TREASURER

1. It is the responsibility of the Treasurer to monitor the income and expenses of WBC.
2. On a monthly basis, the Treasurer will report to the board of directors all receipts and disbursements during the past month.
3. Each month the Treasurer will prepare a list of new bills for the board's approval.
4. It is the responsibility of the Treasurer to pay the annual P.O. Box renewal and to collect the mail in a timely manner. A second key will be provided for the President.
5. The Treasurer will ensure that a separate checking account is maintained for WBC and that checks drawn on the account shall require two signatures. The two signatures will be of the current Treasurer, President, or Vice President. The President must receive a copy of all invoices and checks within one week of payment being made by Treasurer and Vice President.
6. Separate line items will be maintained by the Treasurer for the Fundraising Committee and the Scholarship Committee and reported monthly at the board of directors meeting.
7. All funds shall be deposited in a timely manner, within five business days.

WEB COORDINATOR

1. Responsible for sending out all email communications to membership, including but not limited to luncheon registration information, fundraising and service projects, and networking event registration information.
2. Keep the electronic directory up to date with new members, assigning them access to the member only area and guiding them on creating their personal profile. Restricting access to member only area if dues have not been paid.

3. Manage the WBC website, including posting news articles and announcements, updating upcoming events, and maintaining accurate information in all other areas of the site.