



Officer Handbook

President

The President is the head of the WCC Board and responsible for overseeing the Board of Directors positions and committees. The standing committees are Annual Fundraiser, Budget, Bylaws, Historian (pictures and publications), Inspirations (special quote or saying at a general meeting), Newsletter (published monthly)/Publicity (Facebook, Instagram, LinkedIn, etc.) and Telephone. Special Committees are Hostess (greeter at each meeting), Installation, and Queen of Hearts (must be someone who has been a princess or Queen of the organization). The President can appoint any other special committees as deemed necessary.

At the beginning of the term the President will appoint individuals to the above committees. Committee responsibilities will be clarified to each committee member. In June there should be a planning meeting for the current year. The President will come up with a motto/theme of her choice for the year. At the planning meeting the President will lay out the date of the yearly fundraiser, the date of the first fundraising meeting and anything else that needs planning. The President will ask the membership committee to give a list of the kinds of membership events they will have during the year.

Any records that are not financially related will be in the custody of the President and handed down from one President to the next.

The President presides over all board and general meetings. The President should arrive early for each general meeting. At each meeting she will provide copies of an agenda for the meeting to all attendees. The President will send out to the Board the minutes from the previous month's board and member meetings for their review and corrections in advance of the current month board meeting. All motions should follow Roberts Rules of Order. A board meeting is held once a month on a day of the board's choosing and all general meetings are held on the third Thursday of the month. Board meetings can be either in person or on Zoom, which WCC has a subscription to.

The president will work with the general meeting venue regarding all arrangements and will provide the venue with the attendance account as agreed upon.

The Women's Chamber pays for a membership to the Greater St. Petersburg Area Chamber of Commerce and the President acts as the liaison. WCC receives emails from the Chamber with upcoming events and share in our newsletter those that are of interest to our membership. Many of the events are good networking opportunities. Our events can be posted to their calendar by someone designated by the President.

The 2nd VP Membership and President work closely to maintain accurate membership records. The Treasurer sends out notifications of members joining on the website. The President should send out a welcome email upon receiving this notification. The notification form will be put into a file for cross referencing with the membership Excel spreadsheet and kept until next term.

The grant form applications will come to the President from the website. New application instructions with new criteria have been added to website. These applications should be stored in a file until it is time to review them for selection. The President will choose five members to be on the committee. Typically, the committee will meet in August and the recipients are notified no later than Sept. 30. The committee is encouraged to research the recipients before the meeting.

The first scheduled fundraiser meeting should be in July. At this time the President will name all the fundraising committee chairs and explain their duties. A duties sheet with description will be given out along with a timeline sheet for the event. It is recommended to have monthly meetings at the beginning and at 6 months before the event to have bi-weekly meetings.

In February The President will choose a Nominations Chair for acquiring board members for the next year. Two nomination members will be voted on from the Board and the other two from the General Membership in February.

At the May meeting the President will give a summary of the events of the year.

1st VP Programs

The 1st VP Programs will preside at board meetings and general meetings in the absence of the President. The 1st VP will perform such other duties as requested by the President and/or Board of Directors.

The 1st VP is in charge of finding speakers who are interesting to our membership with a mix of nonprofits and others who are not nonprofits. The list of speakers will be approved by the President.

Each month we feature a member spotlight to promote our membership and let us get to know them. The 1st VP should schedule 3 months out for all speakers so that it can be put on our website.

The 1st VP should send a thank you note to each speaker to thank them for their time and let them know how much we enjoyed having them.

2nd VP Membership

The 2nd VP Membership will preside in the absence of the President and 1st Vice President and perform any duties as requested by the President and/or Board of Directors.

The 2nd VP is in charge of keeping accurate membership records using the Membership Excel Spreadsheet, which contains names, addresses, emails, and phone numbers. The Member Excel Spreadsheet also provides membership history for years back.

A new directory will be printed each year. The information for the annual member directory comes from the Member Excel Spreadsheet. The 2nd VP may delegate the responsibility of producing the member directory to someone else.

At each general meeting the 2nd VP will provide a visitor sheet for those who come to visit our meeting. After the meeting, the 2nd VP will send an email thanking them for attending.

We have a MailChimp account presently. It stores all of our members' and non-members' email information. The 2nd VP will work with the newsletter editor to determine who will update MailChimp with new members or non-members who want to be on the friends list.

The 2nd VP will be in charge of planning WCC events throughout the year for members and non-members. The type and frequency of these events should be agreed to at the planning meeting.

For each monthly newsletter the 2nd VP will provide a list of new members for recognition as well as a list of any events that have been planned.

Recording Secretary

The Recording Secretary will record all minutes from the organization. These include Board Minutes and General Meeting Minutes. The minutes will be sent to the President for review within one week of the meeting. The President will respond with any corrections. The Secretary will maintain access to all approved minutes for the current year for easy access during board meetings. See the attachment for more detailed guidance on duties.

Corresponding Secretary

The Corresponding Secretary is in charge of sending messages of condolence and cheer. The Corresponding Secretary will send any special meeting notices of the Board of Directors to its members who do not have or use email. A printable version of our newsletter will be sent to any member who does not use email.

Treasurer

The Treasurer is the custodian of all financial records and funds. All bills are paid upon receipt of invoice and approval of the President. The Treasurer receives dues and any other monies that are deposited in the bank selected by the Board of Directors.

The Treasurer will reconcile bank statements and prepare monthly financial reports which are sent to Board for review. These reports include revenues and expenses for the report period and year to date, the statement of financial position and the bank balance as of the date of the report. An itemized list of monies received and disbursed are kept.

Any bills that come in can be approved by the by the President as well as the 1st and 2nd VP. Email all three when making a check request.

A budget for the upcoming fiscal year will be prepared for the budget committee for review and approval. Once approved the Treasurer will make any changes and present it to the Board at the April Board meeting and then to the membership at the April general meeting.

At the May meeting, the Treasurer will deliver an annual report for the fiscal year.

The Treasurer will comply with all IRS requirements including preparing and filing Form 990 along with the Solicitations of Contributions Application.

Asst. Treasurer

The Asst. Treasurer must be familiar with duties of the Treasurer. In the absence of the Treasurer, the Asst. Treasurer presides and performs such duties as requested by the President and/or Board of Directors.

At each general meeting the Asst. Treasurer is in charge of the 50/50. Once the money is counted half will go to the winner and half to the organization.

Auditor

The Auditor receives the records of the Treasurer and reviews them monthly. The Auditor reviews the fiscal year end books and gives a report at the May general meeting. If there is CPA reviewing the year end books, the Auditor is relieved of conducting the review. However, the Auditor will provide a summary of the findings to the members.

Directors

There are up to five Directors on the Board. Director standing chair responsibilities will be assigned by the President.

Notes for the Recording Secretary

The roll call for 2023-2024 would be as follows:

President Paula Blanda
First Vice President Lori Shube
Second Vice President Donna Cothron
Recording Secretary Roseanna Costa
Corresponding Secretary Roberta Yancey
Treasurer Amy Powell
Asst. Treasurer Lezlee Kramer
Auditor
Parliamentarian
Director Suzanne Allman
Director Sheila Barry-Oliver
Director Martha Boden
Director Amy Miller
Director Nancy Westphal

The minutes would always state who was present and who was not and if a quorum was established.

The minutes would have paragraphs for the topics that Paula has on the agenda, for example,

Roll Call
Minutes
Financials
Member Spotlight/Speakers
Membership
Unfinished Business
New Business

WHAT MINUTES SHOULD CONTAIN

The proceedings of a meeting are usually called the *minutes*, the *record* or the *journal*. It should show what was done, **not** what was said. The record should be accurate for it is the legal record of the meeting. In general, the minutes should show the following:

First Paragraph

1. The kind of meeting - *regular, special, annual, or adjourned regular*.
2. Name of the organization
3. Date and place of the meeting and hour
4. The fact that the President and the Secretary are present, or in their absence the names of their substitutes.
5. State whether the minutes of the previous meeting were *read, approved as read, approved as corrected, or their reading postponed*.

Second Paragraph

1. Reports of officers
2. Treasurer's report just showing the balance as of a certain date. And, that the report was filed (when the Audit Report is made, it must be approved).

Continue with the Business

1. State all the **MAIN** motions (except those withdrawn) and points of order and appeals, whether they were sustained or lost.
2. All other motions that were not lost or withdrawn. Withdrawn motions are never written in the minutes.
3. Generally the name of the **maker** of the motion, but **not** the one who **seconded** the motion.
4. Name the committees that report and actions taken on their proposals.
5. Important dates and announcements.
6. In elections, record the full report of the tellers.
7. Record all committee and delegate appointments or elections.
8. Write brief and concise minutes *without the* opinions of the secretary.
9. State the time of adjournment, signature of the secretary, or the secretary pro-tem, and date of approval.

DO'S AND DON'TS ON WRITING MINUTES

- DO use a copy of the agenda as a guide in taking minutes and to help write them.
- DO record the **name** of the mover, but **not** the seconder of motions.
- DO record the **names** of all officers and committees from whom reports are received in the meeting and only the most pertinent facts of these reports.
- DO request that all *main motions* and *amendments* be **written**, then file these copies of the motions with the secretary's notes.
- DO record all lost motions as well as those which are adopted.
- DO record the names of persons appointed to committees and of members elected to office. Also notify them of their appointment or election unless this duty is assigned to another.
- DO record the number of votes on each side of a vote by ballot or in a counted vote. Include the full text of the teller's report unless directed to do otherwise by the assembly.
- DO write the minutes as promptly as possible after a meeting and send a copy to the President. Call unfinished business items to the President's attention.
- DO prepare a summary of the Executive Committee/Board meetings and be ready to report recommendations to the membership meeting. Be ready to read a summary and to move the adoption of any motions recommended by the EC/Board. Make a copy for the President and keep a copy for the secretary's file.
- DO take the following to every meeting: the minute book; a copy of the bylaws and the standing rules; a list of officers, chairs, committee members; any other records that may be needed in the meeting; a copy of *Roberts Rules of Order Newly Revised*.
- DO be specific when recording corrections in the minutes. Record the date, page and line in the minutes of the meeting in which the correction was made.
- DO send a copy or a summary of the minutes the President.
- DO issue notices of meeting and write correspondence as required.
- DON'T record discussion unless directed to do so by the assembly and DON'T record personal opinions.
- DON'T record main motions or any subsidiary motions which are *not stated* by the chair.
- DON'T record motions that are withdrawn.
- DON'T record an entire report in the minutes unless directed to do so by the assembly (if report is long and minutes are to be mailed, they might state: "report attached to original of these minutes.")
- DON'T include "Respectfully submitted" at the close of the minutes.
- DON'T forget to sign the minutes and to initial them after approval.