



100 Women Who Care Grey Bruce Guidelines and Practices 2026

Membership

We warmly welcome any woman who would like to join our group. Membership begins with a one-year commitment, and we sincerely hope you will continue with us for many years as we work together to make a meaningful impact in our community.

Members contribute \$100 four times per year, for a total annual commitment of \$400.

You may join at any time during the year. Prospective members are also welcome to attend a meeting — either in person or via Zoom — to see if the group feels like a good fit.

Beyond the powerful collective impact we make together, membership offers the opportunity to learn about a wide range of initiatives across Grey Bruce, connect with thoughtful and like-minded women, and hear directly how your donation has made a difference.

For more information, please contact our Membership Lead, Marilyn Grahame, at WWCGreyBruce@outlook.com or visit <https://100womengreybruce.ca>.

She will be happy to answer your questions and ensure you have everything you need to make an informed decision about joining.

To become a member, please complete the online commitment form at: <https://100womengreybruce.ca/member-commitment-form>

Meetings

Meetings are held on Saturday mornings four times per year, typically in April, May, September, and November. Meeting dates are posted on our website.

We offer a hybrid format, with an in-person gathering at the Bruce County Museum & Cultural Centre (33 Victoria St N, Southampton) as well as a virtual option via Zoom Video Communications.

Meetings begin at 10:30 a.m. and run for one hour. We make every effort to start and end promptly. The museum opens at 10:00 a.m., so those attending in person are welcome to arrive early to socialize before the meeting and stay afterward. Drinks and snacks may be brought into the auditorium.

Following each meeting, the Chair circulates an email summary. This includes:

- a recap from the previous recipient describing how our donation made a difference
- summaries of the three charity presentations, with links to their websites
- any additional updates or business discussed

This ensures members who could not attend still have the information they need before voting, and provides a helpful recap for those who were present.

Shortly after the meeting, members receive a separate email with a survey link to vote for one of the three charities presented. Voting remains open until 2:00 p.m. the following day, allowing members to participate from any location.

Meetings begin with welcome and introductions. We then hear from the CEO or another representative of our previous recipient charity, who shares information about their organization and the impact of our donation. This presentation is limited to 10 minutes.

Next, the three nominated charities are presented by the nominating members. If you prefer not to present, you may partner with another member, and we also have volunteers who are happy to present on someone's behalf using a prepared script. Each presentation may be up to 7 minutes long, with a one-minute warning and time allotted for brief questions.

We conclude with announcements and any additional business. We strive to make the most of our time together and pack each meeting with meaningful information, connection, and impact.

Nominations

Any member of 100 Women Who Care Grey Bruce who is in good standing may nominate a charity or non-profit organization. A member in good standing is one who has made at least one prior donation and remains current with their commitments.

Nominated organizations must benefit residents of Grey-Bruce. Organizations not primarily based in Grey or Bruce may still be eligible if they provide services to local residents and the donated funds are designated for exclusive use within the Grey-Bruce area.

We prefer that donated funds be directed toward a specific project or program rather than general administrative expenses.

To be eligible, the organization must:

- Be a registered charity or non-profit
- Be able to issue tax receipts directly to individual members
- The full nomination form must be completed by a member

The online organization nomination form is available on our website. All questions must be completed for the nomination to be considered. A downloadable Word version of the questions is provided so you can prepare responses in advance. Please note that the online form does not save partially completed submissions. The organization's charitable registration number is required. A paper nomination form is available upon request.

The Steering Committee conducts a random draw prior to each meeting to select four organizations. The nominators of the first three charities drawn are contacted approximately four weeks before the meeting and invited to present.

Should the primary nominator be unable to prepare a presentation, alternate nominators will be contacted. If none are available to fulfill this responsibility, the opportunity will be extended to the fourth organization selected.

Members presenting are asked to submit a brief summary of their key points, along with any audio/visual materials (slides, videos, etc.), to the Chair by 5:00 p.m. on the Wednesday prior to the meeting. Tips for preparing your presentation are available on the nomination page of our website.

We are beginning 2026 with more than 350 members. As a result, each donation will be substantial. One of the core principles of our group is to make a meaningful impact by helping organizations meet needs they might otherwise be unable to address.

Once an organization is selected as the recipient, it is removed from the list and must be nominated again by a member if it wishes to be reconsidered in the future. An organization may only be the successful recipient once within a 24-month period.

Organizations that present but are not selected will be removed from the draw for one year. After that period, they will automatically be reinstated, provided the nominating member remains in good standing. This approach allows members to learn about a broader range of local causes and ensures more charities have the opportunity to benefit.

Nominations do not expire, except for organizations that have been selected. If you wish to withdraw a nomination, please email WWCGreyBruce@outlook.com and notify our Nominations Lead, Debbie Pegelo.

As decided by the Steering Committee in March 2023, nominations may no longer be paused. If you wish to pause a nomination, it must be withdrawn. Should you later wish to reinstate it, a new nomination form must be submitted.

Voting

Shortly after each meeting, members receive an email containing a survey link to cast their vote for the charity of their choice.

Voting remains open for 24 hours. All members are entitled to vote whether or not they attended the meeting. If you were unable to attend, the meeting summary provided afterward is intended to help you make an informed decision.

Please do not share your voting link with another member. Each link is unique, and if it is used more than once, only one vote will be counted.

If you do not receive your voting link, please email **WWCGreyBruce@outlook.com** and a replacement link will be sent to you.

At the close of the 24-hour voting period, the charity receiving the most votes is announced and receives the full donation from that meeting.

We are committed to making four donations each year to charities and organizations serving our community. Our goal is for every contribution to create a meaningful and significant impact.

Making a Donation

Donations may be made in two ways. The preferred method is by e-transfer to **WWCGreyBruce@outlook.com**.

If you prefer to send a cheque, please make it payable to **100 Women Who Care Grey Bruce**. The mailing address will be included in the *Announcement of the Chosen Charity* email sent on Sunday.

Members are encouraged to submit their donations as promptly as possible so the funds can be presented to the selected charity in a timely manner. Ideally, all donations are received within one week.

We understand that life gets busy and things can slip off your radar, so reminder emails will be sent when necessary.

Tax receipts are issued directly by the receiving charity or non-profit organization. Once donations are collected, the Chair provides the organization with a list of donor names, mailing addresses, and email addresses, as this information is required for receipting.

Please ensure your mailing address and email on your commitment forms are accurate. Receipts are typically sent by email unless a member specifically requests a mailed paper copy. Email receipts are usually easier and less costly for the organization to provide.

Sponsorship

Our Sponsorship Initiative recognizes the generous supporters whose contributions help cover the group's administrative expenses. Funds raised through this program are used for operating costs such as website maintenance, banking fees, and promotional materials.

The program is open to members and member-owned businesses at an annual cost of \$50. Sponsors receive recognition on the sponsorship page of our website, where business sponsors may display their business card or logo, profile photo, a short bio, and quick links to their Facebook page, Instagram account, and/or website.

An individual sponsorship option is also available. Individual sponsors are recognized by name, along with the year they joined 100 Women Who Care, on the banner displayed at the bottom of the sponsorship page.

At present, the sponsorship program is paused, as we currently have sufficient funds to cover our expenses. We wish to avoid holding excess funds, and the program will reopen if and when additional support is needed.

Finances

All funds are managed through a community bank account with Royal Bank of Canada. The bank generously waives certain fees, and overall banking costs remain minimal. Our account manager has reviewed our expenses, compared available options, and confirmed that our current account is the most suitable for our needs.

All administrative expenses are covered through member sponsorship contributions. The Sponsorship Lead and Chair reconcile the bank account twice each year to ensure accuracy and transparency.

Promotion

Members of the Steering Committee actively promote the group by participating in local community events such as fall fairs, home shows, volunteer fairs, and speaking engagements. Members will be recruited to assist when opportunities arise. Promotional materials have been developed for use at these events to help raise awareness and encourage new membership.

Local media outlets are also provided with press releases whenever a cheque presentation is scheduled. The media plays an important role in highlighting both the work of our group and the organizations we support, helping to strengthen community awareness and engagement.

Social Media

The Steering Committee uses social media to support the group's work by:

- increasing membership

- raising community awareness
- promoting sponsors through Sponsor Spotlights
- sharing member communications such as meeting reminders, recipient announcements, and photos from cheque presentations

Members are encouraged to follow us on Facebook and Instagram, and to like and share posts whenever possible. Your engagement helps increase awareness of 100 Women Who Care Grey Bruce and strengthens our impact in the community.

Communication

Regular updates are provided via email to ensure all members are well informed and current on 100 Women Who Care activities. Members receive reminders of upcoming meetings and meeting summaries via email.

Please remember to ensure wwcgreystone@outlook.com is marked as a safe sender, and to check your spam/junk folders if you have not received an email you are expecting.

Steering Committee

The current steering committee is:

- Chair, Lynda Legge
- Founding Member, Edith Sinclair
- Membership, Website and Social Media Lead, Marilyn Grahame
- Nomination and Sponsorship Lead, Debbie Pegelo
- Technology Lead, Kristen Kruse

The steering committee meets prior to every general meeting to draw the charities for the upcoming meeting. They also review new business and discuss any suggestions, ideas and/or concerns brought forth by members.