



## Guidelines and Practices

### Membership

We welcome any woman to join our group. Your initial commitment is for one full year. We sincerely hope you continue to support our community impact over a number of years. Each year your commitment is \$100.00 four times a year. Members may join at any point during the year. Interested potential members may sit in on a meeting in person or on Zoom to determine if the group is a good fit.

Some of the benefits of membership, besides making an incredible collective impact in our community, are the opportunity to find out about a variety of initiatives in Grey Bruce and to meet many awesome and like-minded women.

Membership Lead, Marilyn Grahame can be reached at [WWCGreyBruce@outlook.com](mailto:WWCGreyBruce@outlook.com) or <https://100womengreybruce.ca/contact-us>

She will be happy to answer any questions you have and ensure you have all the information you need to make an informed decision.

To join please go to the online commitment form at

### Meetings

Meetings are held on Saturday mornings four times a year usually in April, May, September and November.

They are a hybrid format with an in-person meeting held at the Bruce County Museum & Cultural Centre in Southampton ([33 Victoria St N, Southampton](#)), along with a zoom meeting option.

Shortly after the meeting, you will receive a separate survey link via email to cast your vote for one of the three charities being considered.

Following each meeting the Chair sends out a summary of the meeting via email. This includes a summary of the presentation of the previous recipient, the presentations of the three charities,





with links to their websites, and any other business that was discussed. The meetings start at 10:30 and are one hour in length. Efforts are made to ensure each meeting begins and ends promptly. The museum opens at 10:00 so if you are coming in-person you are welcome to come and socialize before and after the meeting. You are able to bring drinks and snacks into the auditorium.

Meetings begin with Welcome and Introductions. The CEO or other appropriate staff person, from our previous chosen charity/non-profit, is invited to tell us about the work they do and how our donation made a difference. This presentation is a maximum of 10 minutes.

This is followed by presentations from the three selected charities by the nominating members. If you are not comfortable making the presentation you can ask another member to assist you. We have a few members who have offered to make presentations on behalf of someone if they are given a prepared presentation. Each presentation can be up to 7 minutes in length. There will be a one minute warning and time for questions.

Following the presentations we wrap up with announcements and/or business items.

We try to pack a lot of good information into the hour we spend together.

### **Nominations**

Members of 100 Women Who Care Grey Bruce, who are in good standing, can nominate any charity or non-profit group. A member in good standing is someone who has made at least one previous donation and intends to make her donation commitment for a full year or more.

Each nominated organization must benefit residents of Grey-Bruce. Organizations that are not primarily based in Grey or Bruce, but who offer services to Grey-Bruce residents, are eligible provided that the funds donated are designated for exclusive use within the Grey-Bruce area. Typically, the funds should be used for a specific project or activity as donations should not be used for general administrative expenses.

The organization must be a registered charity or non-profit group, and able to provide tax receipts directly to individual members. [100 Women Who Care Grey Bruce Nomination Form](https://100womengreybruce.ca/organization-nomination).  
<https://100womengreybruce.ca/organization-nomination>





All questions must be answered for your charity/non-profit to be put forth for consideration. The organization's charitable registration number is required to complete the form. A paper nomination form is also available upon request.

On the nominations form page there is a list of tips for things to include in your presentation.

There are many nominations currently. The Steering Committee selects four groups from the list of nominated organizations via a random draw prior to each meeting. The nominators of the first three charities drawn are contacted about four weeks prior to our meeting. If for some reason the nominee cannot present we will go to the second member identified if there is one. If no one is available, the fourth randomly selected member is given the opportunity. Our donation makes a big difference to any organization. If you are unable to attend and have no backup or think that the organization is not in a position to best use the funds at this time please withdraw your nomination.

Each member making a presentation is expected to send a brief summary of key points of their presentation along with any audio/visual aids such as slideshows or videos they may be using to the Chair by 5:00 pm on the Wednesday prior to the meeting.

In 2025 we are beginning our year with over 300 members!! All nominations need to be well considered as the amount of our donation will be substantial. **One of the underlying premises of our group is to make a significant difference to a non-profit or charity so they can meet a need that they otherwise might not be able to attain.**

When a charity is chosen it is removed from the list and must be nominated again by a member. An organization can only be the successful recipient once in a 12 month period.

Organizations that present but are not chosen at that meeting, will be removed from the draw for the following meeting only. This allows members to learn about a greater variety of local causes and gives other charities an opportunity to be a successful recipient.

Nominations, with the exception of the successful organizations, do not expire. If you wish to pause or withdraw your nomination, you will need to email [WWCGreyBruce@outlook.com](mailto:WWCGreyBruce@outlook.com) and let the Nominations Lead, Debbie Pegelo, know. At the steering committee meeting in March 2023 we decided that we would no longer allow nominations to be paused. If you wish to pause





they will have to be withdrawn. If you wish to reinstate the nomination the nomination form must be completed again.

### **Voting**

Shortly after each meeting, a survey link is sent via email to cast your vote for the charity of your choice. There is a 24 hour window to cast your vote. You are entitled to vote whether or not you attended the meeting. If you are unable to attend the meeting, the meeting summary provided is designed to assist in making your decision.

Do not share your voting link with another member. If you do their vote will be the only one that counts. If someone does not receive the link to vote they can email [WWCGreyBruce@outlook.com](mailto:WWCGreyBruce@outlook.com) and ask to have another link sent to them.

At the end of the 24 hour voting period the charity with the most votes is announced and they receive all the funds from that meeting.

### **Making a Donation**

Donations can be made in two ways. The preferred method of making a donation is by e-transfer to [WWCGreyBruce@outlook.com](mailto:WWCGreyBruce@outlook.com)

If you prefer to send a cheque it will be made out to 100 Women Who Care Grey Bruce. The address of where to mail it will be in the Announcement of the Chosen Charity email on Sunday in the announcement of the chosen charity email. .

Members are encouraged to make their donation as promptly as possible so funds can be presented to the chosen charity in a timely manner. Ideally all the funds would be collected within a one week period.

Life is busy and sometimes things go off member's radar so reminder emails will be sent out when necessary.

The receipts come directly from the charity or non-profit organization. Once all the donations are collected the Chair sends a list of donor names, addresses and email addresses to them. Charities need to have this information to be able to write an acceptable receipt. (This is why it





is important to have your correct address and email on the commitment form). The receipts are then sent out by email unless a member identifies that they prefer a mailed paper receipt. Most often email receipts are easier and less costly for the agency to provide.

### **Sponsorship**

Our Sponsorship Initiative recognizes the sponsors whose generosity allows the group to cover any administrative costs that are incurred. Funds collected under this initiative are used to cover operating costs such website costs, banking charges and promotional materials.

This program is open to all members and member referred businesses at an annual cost of \$50.00. Your business card or your logo and profile picture, a short bio and quick-links to your Facebook page, Instagram account and/or website are featured on the sponsorship page of our website.

There is also the option of an individual sponsorship. Your name along with the year you joined the 100 Women Who Care group is included on the banner running at the bottom of the sponsorship website page.

At this time, we have paused the sponsorship program as we have enough to cover expenses for now. We do not want to have an excess of funds in our account. When we are in need of additional funds we will reopen our sponsorship program.

### **Finances**

All funds are processed through a Community Bank Account with RBC. RBC generously waives certain bank fees and bank charges are minimal. This past year our account manager reviewed our costs and compared them to other accounts and assured us the account we have is the best one available. All expenses are paid through member sponsorship. The Sponsorship Lead and Chair reconcile the bank account two times each year.

### **Promotion**

Steering Committee members take advantage of local community events such as Fall Fairs, Home Shows, Volunteer Fairs and speaking engagements to promote interest in the group. Promotional materials have been purchased for use at these events.





Local media outlets are provided press releases each time a cheque presentation is scheduled. The media plays a valuable role in promoting the important work of the group and the organizations we support.

### **Social Media**

The executive use social media for the purposes of:

- increasing membership
- raising awareness
- promoting sponsors (Sponsor Spotlights)
- member communications i.e. meeting reminders, recipient announcements, recipient presentation photos

Members are encouraged to follow us on [Facebook](#) and [Instagram](#). Please share and like postings to increase awareness of the 100 Women Who Care Grey Bruce group.

### **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 [wwcgreybruce@outlook.com](mailto:wwcgreybruce@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.

