United States Women of Today
OPERATIONS MANUAL

MISSION

“OUR MISSION IS TO PROVIDE OPPORTUNITIES IN THE AREAS OF COMMUNITY SERVICE, LEADERSHIP TRAINING, PERSONAL GROWTH AND WORK IN PARTNERSHIPS WITH MULTIPLE CHARITIES.”

VISION

“WE ARE PASSIONATE PEOPLE OF ACTION… EMPOWERING INDIVIDUALS TO MAKE A DIFFERENCE IN THEIR LIVES AND COMMUNITIES.”

BENEFITS

BENEFITS FROM PARTICIPATING IN WOMEN OF TODAY:

- UNITED IN OUR VISON TO MAKE A DIFFERENCE THROUGH SERVICE AND COMMUNITY INVOLVEMENT.
- ENRICH AND EMPOWER WOMEN IN OUR COMMUNITIES.
- FOSTER A WELCOMING AND INCLUSIVE SOCIAL EXPERIENCE.
- WOMEN GAIN CONFIDENCE TO LEAD.
- CREATING SUPPORTIVE CONNECTIONS AS WE DEVELOP LIFELONG FRIENDSHIP

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United States Women of Today

General Information

Mission Statement

The United States Women of Today has adopted the following mission, vision and benefits statements:

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This mission, vision and benefits statement should be used in all membership, programming, extensions and public relations efforts.

Creed

We, the United States Women of Today, are dedicated to
serving our community and nation,
are committed to strengthening our individual talents,
and stand united by our friendship and belief in the future.

Organizational Facts

Purpose: The purpose of this organization shall be to encourage, foster and support the growth and establishment of the national, state and local member chapters.

Established: The United States Women of Today was established on July 1, 1985; it was previously known as the United States Jaycee Women.

Membership: Membership is open to all persons at least 18 years of age. The United States Women of Today currently has over 1700 members in 13 states.

Leadership: A president and board of directors lead the national organization. The board of directors consists of officers, program managers, directors, appointed individuals and state presidents.

Programming: **Internal** programming includes Personal Development, Health and Wellness and STEP (Success Through Enthusiastic Participation) . Effective Speaking, Effective Writing, Team Building, Listening Course, Chaplain and Leadership are incorporated into these areas.

External programming includes Domestic Violence Awareness and Buckets of Sunshine which are supported by the United States Women of Today. Over $4,000,000 in monetary and tangible goods have been donated to the external programming areas since its inception.

Meetings: Midyear Meeting and Annual Convention are held annually in October and June respectively.

Communications: A bimonthly newsletter, *Today's Leader*, is available to all member chapters, Board of Directors, past national presidents and the presidents of the US Founder's Charities and the USWT Ambassadors. The United States Women of Today staff also publishes periodic newsletters covering their respective area.

Organizational Structure

The **Executive Committee** is comprised of the national officers as stated under Article IV, Section 2 A of the USWT Bylaws. The **National Staff** is comprised of all those holding national offices as stated under Article IV, Section 3 A of the USWT Bylaws. The **Board of Directors** is comprised of those stated under Article IV, Section 4 A of the USWT Bylaws.

Trademark & Logo Guidelines

USWT asks that you agree to follow a few simple rules when using our logo or word mark Women of Today. If you have any questions or have a proposed use that is not in strict compliance with these policies, please contact the national president.

You may not alter the USWT Logo (the "Logo") in any way. You must use only a USWT supplied or approved format, according to the guidelines set forth in the USWT Trademark & Logo Guidelines.

USWT reserves the right, at any time and without cause, to modify or suspend these policies and withdraw any permission granted under this Agreement to use any USWT logo. USWT reserves the right to act against any misuse or unfair, misleading, diluting, or infringing use trademarks or logos of the USWT.

Copyright of Trademarks & Logos

The trademarks and logos ("Marks") for the Women of Today are the property of the United States Women of Today (“USWT”) and its affiliates. Users are prohibited from using any Marks for any purpose without the written permission of the United States Women of Today, member states or member chapters. All information and content is protected by copyright. Users are prohibited from modifying, publishing, selling, licensing and creating derivative works for commercial or public purposes, without express permission from the national president.

USWT DISCLAIMS ALL WARRANTIES REGARDING ITS LOGOS, INCLUDING WARRANTIES AGAINST INFRINGEMENT OF THIRD PARTY RIGHTS AND ANY WARRANTIES THAT MAY BE IMPLIED BY APPLICABLE LAW. USWT DOES NOT GRANT ANY INDEMNITY AGAINST INFRINGEMENT OR OTHER CLAIMS ARISING FROM YOUR USE OF USWT LOGO UNDER THIS AGREEMENT. YOU USE ANY SUCH LOGOS AT YOUR OWN RISK AND AGREE TO INDEMNIFY USWT AGAINST ALL CLAIMS AND LIABILITY THAT MAY ARISE FROM YOUR USE OF ANY USWT LOGO. IF YOU DO NOT AGREE TO THESE TERMS, DO NOT USE USWT'S LOGO.

Usage Guidelines

The Logo must appear by itself or combined with the words, “United States Women of Today” - it may not be combined with any other graphic or textual elements and may not be used as a design element of any other logo or trademark.

Your use of the Logo must be truthful and not misleading. You may not use the Logo to imply any relationship with, endorsement of or sponsorship by the USWT that is not true. You may not use the Logo in connection with any disparaging statements about USWT or its products, or statements that otherwise reflect poorly on USWT.

Unless required to use a more specific legend by any license you may have from the USWT, you must agree to use the following legend on the page where the Logo appears or where there are other legal notices: "The USWT Logo is a registered trademark of United States Women of Today."

This agreement applies to Web pages, documentation, promotional items, other advertising or marketing materials. If you want permission to use a USWT logo other than as permitted in this Agreement, contact the National President.

You acknowledge USWT rights in the Logo and agree not to adopt, use, register, or attempt to register anywhere in the world with any logo or trademark confusingly similar to the Logo. You will acquire no rights in the Logo through this use and shall take no action inconsistent with USWT interest in the Logo. If you do happen to obtain rights in the Logo, you will give those rights back to USWT if we ask for them.

USWT reserves the right to approve or disapprove the use of the Logo (size, surrounding text, etc.) to ensure that it complies with these policies.

Logo Usage

Whenever you are promoting the United States Women of Today, you must include the Logo and trademarked name on the documentation, preferably on the front. You must also include the URL address of the USWT (www.uswomenoftoday.org).

The Logo may only be used as a link to the USWT homepage (www.uswomenoftoday.org) and for no other purpose. It may not link to other pages on your website, or to a third party website. You may not give the Logo to anyone else. The Logo may not be a predominant feature on your website. This means (at minimum) that it must appear smaller than your organization/company logo. You may not use the Logo on any website that is in violation of any applicable laws or governmental regulations.

Promotional Items Usage

Article X, Section 6 of the United States Women of Today bylaws explains the use of the USWT name and logo on items sold for profit. Any state wishing to use the national organization's name or logo on any items which could be sold to make a profit must obtain prior approval from the USWT Board of Directors and follow the following steps:

1. Written request to the national president explaining the kind of product, the quantity to be ordered and the price to be charged.

2. Upon approval by the USWT Board of Directors, items may be ordered in the quantity stated.
3. A complete income statement for reporting on the sale of these items must be submitted to the USWT Board of Directors. Send the completed income statement, the original invoice that shows the quantity ordered and a check made payable to USWT for 10% of the profits to the national treasurer. This should take place no later than thirty (30) days prior to the national convention.
4. The item may not be reordered without a new written application.

Emphasis Months

May ..... Web
..... Parliamentarian
..... Community Connections
June ..... WPD
..... Public Relations
..... STEP
July ..... Extensions
Membership
August ..... Public Relations
..... Domestic Violence Awareness
.....WPD
September US Founder's Charities

October ..... Buckets of Sunshine
..... Domestic Violence Awareness
..... Extensions
November .... Parliamentarian
..... WPD
December .... Membership
Community Connections
January ..... WPD
February ..... Extensions
..... Domestic Violence Awareness
STEP
March ..... Membership
..... US Founder's Charities
..... WPD
April Public Relations
Volunteer Recognition
Outstanding Achievement in Programming

Today's Leader

The national newsletter has the official name of "Today's Leader." It is published bimonthly with information that covers all areas of the national organization. The national secretary handles the distribution of the newsletter. The secretary and president set postmarked deadlines for articles at the beginning of the year. The date of publication is generally the first of the month for July, September, November, January, March and May. Newsletters are available on the website to the following recipients:

- All members of the USWT Board of Directors (state presidents, elected officers, program managers, directors and appointed officers)
- All past national presidents
- All local chapters
- USWT Ambassador President
- USWT Founder's Charities President
- Posted on the USWT website (www.uswomenoftoday.org)

The national president may authorize the mailing of newsletters if it is within reason. For example, it may be sent to out-of-state contacts on a three-month trial basis.

National officers are expected to submit articles; these articles should be written with an informational/educational approach like a regular newspaper. State organizations are also encouraged to submit information about activities at least once per year. The local chapters may be asked to submit to a specific issue, designated at the beginning of the year by the national secretary and president.

Ways & Means Items

All national ways and means products are available through the national treasurer. Products will be available at the Midyear Meeting and Annual Convention or may be ordered through the mail. The national treasurer will prepare an order form. All orders must be accompanied by payment (checks payable to the "United States Women of Today") and the person placing the order will pay shipping charges.

Membership

ROAR: Membership Components

ROAR: Recruitment / Orientation / Activation / Retention

Recruitment

The purpose of recruitment is to share the Women of Today experience with friends, neighbors, co-workers and even strangers. In recruiting new members, we will grow and flourish as an organization. The influx of new members allows new ideas, new leaders and more help with projects. Components of recruitment include the following:

Public Relations are the art of helping the public to understand what our organization does and encouraging the public to regard our efforts positively. It is designed to influence as large a segment of the public as possible at any one time with the message selected to share.

Marketing involves determining the needs of select or target audiences and then designing goods, services and opportunities that respond to those needs. It relies heavily on designing the organization's offering in terms of the target markets' needs and desires and on using effective pricing, communication and distribution to inform, motivate and service the markets.

Recruitment is the act of identifying groups and individuals for service and then actually asking them to become members.

While public relations, marketing and recruitment are not synonymous; they do support each other and benefit the overall mission of our organization. When the public knows the name and service provided by our organization, people are more likely to remember our organization when they think about serving. When employed properly, marketing strategies can help target a recruitment campaign for the people who are most likely to say, "Yes!"

So, how do you recruit? That depends on how much time you have, where you are and how much time you want to spend at that moment with each person. There are a great many situations for how you will be recruiting. Feel free to do it your way, if you follow the general outline: *Listen. Don't sell*.

Motivation

It is useful to think about the possible motivations that people might have for becoming volunteers. This can help you to design volunteering opportunities and influence your recruitment message. Motivation for volunteering might include:

- **Commitment to a cause** – emphasize how their contribution will make a difference
- **Meeting people** – membership can be a very sociable activity
- **Gaining skills** – when recruiting, stress the skills and experience that members can gain
- **Utilizing existing skills** – some people want to put their skills to a good cause.

Word of Mouth

Existing members recruit most new members. Make sure every member participates in the recruiting process and knows the opportunities. A brainstorming session can be run to identify prospective members. It can also be useful to map possible sources of recruits in the local area. Of course, if your existing members are happy and motivated, they will be more effective in recruiting their friends! It is particularly useful in smaller communities. Word-of-mouth is still the most effective method of recruiting. Keep in mind that you are likely to recruit "more of the same" – existing members will tend to recruit people like themselves, so if you rely on word of mouth alone your members might not be very diverse.

Print

Posters can spread your message to a wider audience. Leaflets or postcards are a handy and attractive way of providing information to potential recruits. When designing printed information remember the principles of your recruitment message. Keep it simple and reflect the nature of the volunteering opportunities in your design. You should also consider who your target audience is. Printed information can be targeted at audiences; eye-catching designs can create a good image for our organization. Furthermore, printed materials are becoming increasingly cheap and easy to produce. On the other hand, printed information tends to circulate for a long time – inquiries may come long after the details have gone out of date; and also remember posters and leaflets are unlikely to have much impact unless people already know about the organization.

Public Speaking, Events & Projects

Once you have identified a possible source of new recruits you need to send your message to them. Setting up a talk or presentation might take some time – you will need to persuade the host (be it a school, an employer or whatever) that your information will be of real interest. But it can produce good results. Try to be as well briefed as possible about the people you will be talking to and what is likely to appeal to them about membership. Remember the principles of your recruitment message! Visual images such as photographs or a video can aid a presentation, but real, live members are the most effective inspiration. Make sure you bring printed information to support your presentation, giving people the chance to go away and think before committing themselves. Be clear about how people can get involved or find out more if they are interested.

Public Speaking gets you seen and provides the opportunity of face-to-face recruitment. Remember, public speaking can be a lot of work without a guaranteed return and can be expensive and labor-intensive.

An event such as Founder's Day or Volunteer Week is a great chance to recruit new members. You might have an exhibition stand in a shopping center or stage a public relations stunt to attract publicity. There are many places and events at which booths can be set up, including: main street, local library, festivals and carnivals, career and recruitment fairs. You will probably need to get local council permission to do this.

Local Press and Radio

Events such as Make a Difference Day also provide an opportunity to get coverage in the local media. Coverage in the local media might range from feature articles to brief news stories. Try to build a good relationship with local newspapers, television and radio stations. Stress the "human interest" of local people getting involved to help the community. A steady stream of coverage about your organization, its work and its volunteers, can help to raise your profile and thereby aid recruitment. Press coverage can also be used as a form of public recognition for volunteers' work.

You can also advertise for members in the local press. Do your research and find out what sort of people are likely to see the advertisement. Tailor your message accordingly – for example,

stressing the skills and experience that can be gained. There is also a wide range of media specialists in which you might consider advertising or seeking coverage. Company newsletters, professional and trade journals are particularly useful if you are seeking someone with specialized skills.

Facebook and Twitter

Hosting pages about your Women of Today Chapters. These events can draw attention to what types of projects, programs and socials could be attended if a prospective member is directed at them.

Posting pictures of your planned and/or past events and links to your website for more information will draw even more awareness.

Local Businesses

When assessing your local area for possible sources of recruits you might come across local companies whose employees are eager to get involved. You might be able to recruit individual employees or groups. It will help if you can get the support of someone senior in the company to allow you to address a staff meeting. Once employees are volunteering, the company might also be willing to offer other kinds of support.

Orientation

The purpose of orientation is to encourage new members to become an active part of your group as soon as possible. By relating the Women of Today story and presenting a good understanding of our history and purpose, you enable new members to find a place in our group much more quickly. Well-planned orientation programs assist in activation and maintain a higher retention rate within the organization.

Orientation begins when a member joins your chapter, and that person is an active, enthusiastic member of your group. In this period, this member should have the opportunity to: learn the history of the Women of Today, learn about how the local, state and national levels of the organization intertwine; learn the functions, purposes and goals of all levels; learn what Women of Today offers to each member; meet officers and members of the local chapter; become acquainted with local projects and events; pair up with a seasoned member of the local chapter; and find at least one opportunity to begin immediately.

It is possible for much of this information to be acquired through active participation over a period of two to three years. It is more probable, however, that unless a definite orientation program is developed, most of your members will know very little about the organization.

Orientation Program Outline

Plan a time, date and place for your orientation. Personally invite all new members. Prepare an outline (see suggestion below) and follow it. Prepare materials in advance for the new members. Provide light refreshments.

I. Local Chapter
- Purpose of the Organization
- Member Opportunities
- Member Benefits
- Expectations of Members
- Officers and Duties
- Committee Chair responsibilities and duties
- Types of Projects (categories and examples should be given)

II. State & National Organization
- History
- Purpose and Goals
- Organizational Structure
  a. How the local chapter relates to the state and national levels
  b. Officers and duties
- Projects and Conventions

III: STEP I Certification

Activation

The purpose of activation is to keep members interested in the organization. Use the STEP Program. Ask members who have not done anything for a while to co-chair projects or simply work on them. Encourage all members to attend meetings by making meetings educational and fun. If members have never really become active after six (6) months, repeat an orientation to refresh their membership. Make sure all members receive a newsletter. Establish a calling, email or texting committee for meetings and projects; this will be constant reminders to all members of the chapter's events.

Retention

The purpose of retention is also to keep members interested in the organization, but further the process of keeping your membership base growing. Utilize STEP II, III and IV programs. Get members active in projects and encourage meeting attendance. For those members who are "seasoned," promote officer positions. Encourage these members to attend district, state and national meetings. Make sure all members receive a newsletter. Hold membership socials on a trimester basis to form friendship bonds that may encourage members to stay a part of the organization. If you haven't seen a seasoned member for a while, have the chapter president or board members send out notes to these members letting them know they are missed. Honor these members and all members, with awards, incentives and recognition when appropriate. Finally, be sure to hold renewal ceremonies any time a member agrees to renew their membership with our organization – in this fashion; you are thanking them and honoring them individually for being a part of our great organization.

Retention Ideas for Those Who Have Not Renewed

Make membership everybody's responsibility by utilizing your chapter board or by developing a membership team to help find this information out in your chapter: **Review members whose dues are due the next trimester.** Talk about them – what is their level of activity? What can

be done to ensure these members are renewed? However, if a member does not renew, take the following steps:

- **Find out why they left.** Call members who have not renewed. Ask for details about why they left and do not get defensive when they tell you. Record answers and compare them with others making similar calls.
- **Build a plan to routinely check on membership turnover.** Work to understand why people leave and then put plans into place to remove things that drive people away.
- **Take the time to get to know your members.** You inspire your group one individual at a time. Take an active interest in learning about your people and you will learn what motivates them.
- **Be sure your members know exactly what you expect** – the outcomes, not the how-to. Then get out of the way and let them perform.
- **Change tasks to meet needs.** If time commitment is an issue for the members, find new and innovative ways to involve them on a short term or periodic basis, so they stay on as members. If members want to participate on one project a year, then let them do that without back lashing them for not fully participating.
- **At your board meetings have an attitude report.** At a designated meeting the board member reports on the individual members they are assigned.
- **Rotate having board members being assigned to new members.** Have a quick overview at your board meeting about the new members – who they are, where they work, why they joined, etc.
- **Ask the former member for a second chance.** Apologize and offer to correct a problem. Make some type of peace offering (i.e., membership discount).

Areas Under Membership

Extensions

An extension is the establishment of a new Women of Today chapter. Extensions are vital – not only for the state and national organization, but for your chapter, too. Working on an extension will provide an opportunity to learn how to recruit members for a new chapter as well as your own. It will energize you and your chapter and provide new friends.

Doing an extension is like “selling” Women of Today. You must believe in the organization with all your heart. If you don’t, you will not be successful. Others will only think an extension is an important element if it is discussed frequently and enthusiastically. Use every opportunity to remind members about the importance of extensions.

Once members are interested in doing an extension, a commitment must be made. File an Intent to Extend form and send it to the USWT Extensions Director before an extension is started. A new form will need to be filed for each calendar year, the extension is not complete. Keep receipts from expenses to apply for funding reimbursement upon completion of the extension and file an Application for Funding with the USWT Founder’s Charities when the

extension is completed to help with up to $30 in expenses. Copies of these forms can be found in the Extensions Manual.

Locate areas around your chapter, in your state or in a new state where an extension would be probable. Research with the community's local organizations and businesses to create a list of prospective member names and once a mailing list is created, send out invitations to informational meetings.

Seldom are extensions completed after one meeting. Decide now that no matter what obstacles are encountered, the extension efforts will continue until the extension is complete. If you would like more information on how to run an extension, there are officers and materials from the state and national level that are available. The following is a list of information available from the national organization.

Updated Brochures: Brochures that will explain the purpose and basic projects of Women of Today can be mailed to prospective members, handed out at booths or supplied at informational meetings. USWT brochures are available on the website.

PSA: Public Service Announcement is available through a professionally produced video, which can be run on television stations. The targeted purpose of this PSA will be to introduce Women of Today to a new community. It is an excellent forerunner to the informational meeting.

Extensions Manual & Media Kit: Information that will help get an extension started in a community is supplied to all who submit an Intent to Extend. This public relations tool includes sample press releases, sample posters, sample invitations and flyers describing how to do cold calling, how to approach local media and much more.

When the extension is done, be sure to notify the state and national extensions director and file a New Chapter Form. At this point your extension efforts are not ended – you will need to make a two-year commitment to the new chapter. You will need to make certain that good management practices are in place and proper training is given to the new chapter's officers.

Public Relations

The area of Public Relations can be challenging, yet very rewarding. The position of public relations director is a very important position. This is the person who has been entrusted with the promotion of our organization. You can do as much or as little as you wish with the public relations area, but the more you do, the more we are recognized and known thus opening our doors to our organization and its efforts to make the world a better place. The following is a list of information your chapter should develop:

Fact Sheets: A fact sheet should be prepared on the national, state or local president. Information on how long this president has been a member, the positions held, honors won and goals and ideas for the future of the organization. A fact sheet on the organization should also be prepared. This should state the mission of the organization, foundations supported, leadership personnel, meeting information and contact person.

Media List: These are used for the purpose of sending out press releases, advertising and articles. News releases should be sent out for all award winners and elections results. Each local chapter should provide a listing of newspapers, radio and television stations, contact people, addresses and phone numbers to the state and national public relations director. This list should be added to the state and national media lists and updated annually to reflect changes.

Promotional programs should be run for Founder's Day (July 1), Women of Today Week (the last full week in September), Volunteer Recognition Week (date in April to be determined by the Points of Light Foundation at www.pointsoflight.org) and Make a Difference Day (last Saturday in October). Use your creativity to determine what your chapter or state can do for these events or special days.

Another source of tips and ideas is the information that is distributed by the USWT PR Director to the state public relations contacts. Some of the Women of Today events will have special activities already determined by the national or state public relations director. You can use these activities or make your own additional plans. Another excellent source is the USWT Public Relations Manual and the USWT Public Relations example Media Kit. Every chapter should have a media kit for distribute in their communities.

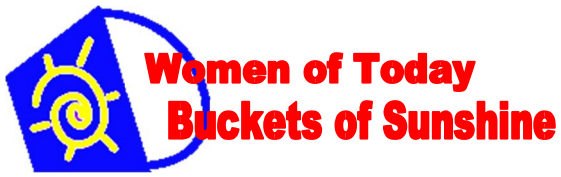
No matter what the event or activity, make public relations a part of everything you do. Submit a press release to your local newspaper or public service announcements to your local radio station, have your chapter president appear on your local cable station, have a window display in the library or a store window, wear your chapter shirts or nametags at every chapter event, post flyers everywhere - the possibilities are endless. Our best public relations tool is YOU! Be excited about this great organization and tell other people about it. Public Relations is everyone's job.

Public Relations Awards

One of the most important aspects of any project is public relations. The success of the project is directly affected by a good public relations campaign. To recognize those efforts, the following public relations awards will be given out by the USWT Public Relations Director. ALL YEAR-END NOMINATION FORMS MUST BE RECEIVED NO LATER THAN MAY 1 TO BE CONSIDERED FOR RECOGNITION AT ANNUAL CONVENTION.

- **Founder's Day –** Should be postmarked no later than the due date listed on the form.
- **Shout Out with Public Relations –** Should be postmarked no later than the due date listed on the form.

- **Buckets of Sunshine-** Should be postmarked no later than the due date listed on the form.
- **Outstanding State Public Relations Chair** – This year-end award will go to the outstanding state chair, manager, or director for Public Relations. State vice presidents, or state presidents may make nominations.
- **Outstanding Local Public Relations Chairman** – This year-end award will be presented to a local, district, regional or area public relations chair or manager. Local chapter presidents, state public relations contacts, state vice presidents, or state presidents may nominate members.
- **Outstanding State Public Relations Campaign** – This year-end award will be presented to the member state(s) for outstanding efforts in public relations. Consideration will be given for participation in nationally promoted areas as well as promotion of the state's awards and activities. State public relations contacts, state vice presidents, or state presidents may submit nominations.
- **Outstanding Local Public Relations Campaign** – This year-end award will be presented to the local chapter(s) for outstanding efforts in public relations. Consideration will be given for participation in nationally promoted areas as well as promotion of the local chapter's awards and activities. Nominations may be submitted by state contacts or by the chapter.



Women of Today Buckets of Sunshine

At the US Women of Today annual convention in June 1996 in St. Louis, the Women of Today Buckets of Sunshine program was born. Since 1996, the United States Women of Today have promoted Buckets of Sunshine as a national project. The goal of the program was to provide "buckets" filled with personal care products to local crisis centers (particularly focused towards women and children). Another one of the goals of Buckets of Sunshine is to have a donation campaign that the public can align with Women of Today. It allowed every chapter in the United States to work towards a common goal and to create media attention for our organization at the same time.

The Women of Today Buckets of Sunshine project varies year to year. Once the project has been completed in your chapter, fill out a **Buckets of Sunshine Participation Form** and mail it to the current USWT Public Relations Director.

How to Conduct a Women of Today Buckets of Sunshine Project

1. Appoint a project chairperson and a committee.
2. Choose an agency in your community where families in crisis seek help.
3. Decide on the "buckets" (type of containers) for your donation items and the contents for the buckets. Contents could range from personal care products to school supplies to

baby items. Use your imagination or contact the agency to determine the types of items their clients need. How will you acquire the necessary items? Here are some suggestions:

   a. Seek donations from local merchants and manufacturers
   b. Hold a special fundraiser and designate money raised to purchase items
   c. Have chapter members donate items
   d. Use funds from chapter treasury to purchase items (set a budget)
   e. Set up collection points in local businesses, schools or public buildings

4. Have a committee meeting to finalize plans for purchasing/picking up items, assembling buckets and donating buckets to the facility. Write local newsletter articles if necessary.
5. Collect all items and assemble buckets. Be sure to include a note explaining that this bucket is part of a kindness chain and ask the recipient to keep the chain going by doing something nice for someone else. Also be sure to include a copy of your chapter brochure.
6. Prepare a press release. The sample press release below is for when you run a Women of Today Buckets of Sunshine project in conjunction with Make a Difference Day. However, your chapter can choose any day to share Buckets of Sunshine.

SAMPLE PRESS RELEASE FOR WOMEN OF TODAY BUCKETS OF SUNSHINE & MAKE A DIFFERENCE DAY PROJECT

Contact Name:
Address:
Phone Number:

FOR IMMEDIATE RELEASE
****

LOCAL WOMEN OF TODAY TO JOIN MILLIONS OF VOLUNTEERS ON MAKE A DIFFERENCE DAY
Millions of Americans across the country are expected to spend the annual Make a Difference Day doing volunteer projects to improve their communities and help people in need. The day is the largest community service effort in the nation, rallying corporations, government leaders, charitable organizations and everyday Americans into action on one day. To participate in this National Day of Volunteerism, Women of Today chapters across the nation may choose to distribute "Buckets of Sunshine" in their local communities.

The focus of the "Women of Today Buckets of Sunshine" project is to provide buckets of supplies such as personal care items and cleaning supplies to people in need. The _____ Women of Today are donating [*include number of buckets, recipient, contents and other important facts*].

The United States Women of Today chartered in 1985; during those years they have celebrated many successful educational and fundraising partnerships with other groups such as March of Dimes, Leukemia Society, Arthritis Foundation, Breast Cancer Awareness and most recently our permanent cause has become Domestic Violence Awareness. The United States Women of Today is an organization open to all persons at least 18 years of age interested in community service, personal enrichment and leadership training. If you are interested in learning more about our organization, please contact _____ at _____.

7. Contact the agency and local media to schedule a convenient time to deliver the buckets to the facility. Have a photo taken to accompany your press release.
8. Complete the **USWT Buckets of Sunshine Participation Form** and send them to USWT Public Relations Director.
9. Send thank you notes to any person/business who donated items for the buckets.

Web Development

Although the United States Women of Today has maintained a website since 1999, the national position of Webmaster was not established until June 2001. At the beginning of the 2001-2002 WT Year, only 12.5% of all chapters maintained a website. In today's information era, a website is equally as important as a newsletter - and the reach is even greater. If your chapter maintains a website, your reach extends around the globe. It's a common myth that you have to be a computer "geek" (term used for people who know the computer inside and out) to have a site. That is simply not true. If you know how to put together a newsletter, you know enough! **www.uswomenoftoday.org**

Other Membership Information

Individual Membership Dues Procedures

Individual dues per member are $5. A **Schedule of Dues Admissions** (SODA) will be given to each state at the first of the year. This form includes the membership base, member chapters' bases and the trimester renewal numbers broken down into each of the trimesters. **Trimester Dues Billing** forms will be sent to the states in each trimester for the chapters indicating the number due. This form must be returned by the deadline indicated on the form. Information listed on the form includes chapter name and the names, addresses, birth dates and emails (optional) for all renewing members in that trimester. The **Add and Change Form** is on the website and in the book of forms and should be sent by the first of the month following the month the member was recruited. Information that is needed on this form includes: state name; chapter name and number; member's name, address, birth date and email (optional) and the recruiter's name. This form helps the state and national organization in recording all new members. All checks should be made payable to the "United States Women of Today" and sent with the forms to the USWT Membership Vice President.

Submission of New and Renewing Member Dues

At the beginning of each year, a list of each state's membership figures, including the trimester renewal figures, will be distributed to state presidents. THIS BASE WILL NOT BE ALTERED. **New members are to be submitted monthly**. All new members for a given month should be mailed to the USWT Membership Vice President, postmarked no later than the first of the next month. To be applied to the month, the following must be provided: a check for $5 for each

member submitted, information on the USWT Add and Change Form and a monthly membership dues submission. ANYTHING POSTMARKED LATER THAN THE FIRST OF THE MONTH WILL BE FIGURED IN FOR THE NEXT MONTH. The only exception for the postmarked date would be if the first falls on a Sunday or holiday, then the postmarked date would be the second.

Trimester dues billing statements will be sent by the contact for dues billing to each state dues billing contact as indicated at the beginning of the current membership year. This form will indicate the number of members up for renewal in that Trimester.

The state dues billing contract must complete the form for those renewing. The completed renewal information and the monthly membership dues submission, along with a check made payable to the “United States Women of Today” for $5, will be supplied for each renewing member and must be postmarked no later than the first of next month. ANY MEMBERS NOT POSTMARKED BY THE FIRST OF THE NEXT MONTH WILL BE COUNTED AS DROPPED MEMBERS FOR THE ORIGINAL TRIMESTER and LATE RENEWALS ADDED TO THE NEXT TRIMESTER.

Important Notes Concerning Extraordinary Circumstances

1. When a chapter is dropped, YOU MAY NOT SIMPLY JUST WIPE OUT ANY OF THEIR MEMBERS. The dropped chapter’s members must stay on the state’s membership list until the trimester in which they are due. At that time, they would be counted as dropped members.
2. When a member transfers from one chapter to another, it can be handled internally. Simply subtract one (1) from the chapter base of which this member was a member and add one (1) to the chapter base to where this member transferred. A transfer does not count as a new member and should occur before the member’s trimester due date. Should the transfer occur during the trimester in which the member is due, make sure the member pays the dues to the previous chapter, so the member is not lost in your renewal figures.
3. In the case of a member moving to another state, the national dues of $5 will transfer providing the member transfers during a trimester other than that in which the member is due. In the case of a move during the trimester in which the member is due, the national dues will transfer if the member pays the dues to the previous state. Any state dues do not transfer. The membership bases of the states involved would be adjusted to reflect the transfer.

Late fee of $50 per state is assessed if dues are not received on or before the due date

Sister State Program

The purpose of the Sister State Program is to encourage fellowship among our state organizations. To participate, you may want to exchange newsletters, offer state theme kits at Midyear Meeting and Annual Convention, or come up with some unique ideas. The state presidents or contacts should feel free to participate at any level and can delegate this

responsibility to a staff member, usually the secretary. You will find this a wonderful opportunity to learn more about the organization, your fellow states, chapters and new projects, as well as membership and social ideas. But most importantly, have fun with it!

Membership Awards & Recognitions

Fast Start ..... Recognition is given for membership vice presidents completing a set of criteria.

Growth ..... Each trimester and for year-end, state[1] and chapter with growth by the highest percentage will be recognized.

100% Retention ..... Each trimester, chapters and states[1] with 100% retention will be recognized.

Gold Chapters ..... Each trimester, achieving 75% retention, signing four (4) new members and achieving growth will be recognized.

Friendship Day ..... A social held in August would qualify a chapter for this recognition at Midyear Meeting.

Year-End Gold Chapter Beginning the first trimester, any chapter achieving Gold Chapter status two (2) of three (3) trimesters will receive this award at Annual Convention.

Year-End Growth ..... Chapters and states achieving year-end growth will receive this award at Annual Convention. Only those states with three (3) or more chapters are eligible for this award

Year-End Retention ... Any chapter or state[1] with year-to-date retention of 100% will receive this award at Annual Convention.

One-A-Month Club ..... Chapters signing one new member each month of the WT year will receive this award at Annual Convention.

Double-Up Chapters .. Chapters that double their membership base in one (1) WT year will receive this award at Annual Convention.

Fellowship Builder .... Chapters participating in Friendship Day, plus hold three (3) more chapter socials throughout the WT year, will receive this award at Annual Convention.

Super Recruiters ..... Members that recruit at least five (5) new members will receive this award at Annual Convention.

Mega Recruiters ..... Members that recruit at least (10) new members will receive this award at Annual Convention.

Outstanding Recruiter The member that recruits the most new members will receive this award at Annual Convention.

Programming

The United States Women of Today have adopted 4 programming areas, one external and three internal.

The purpose of the external program is to help people outside our organization. The external programming area is Domestic Violence Awareness. If in the future, USWT would consider changing the external programming area, foundations wishing to be considered for selection must prepare and submit a proposal. The guidelines for this procedure are included in the Programming manual.

The internal programs are those that promote the personal growth of our individual members. These programs include Wellness and Personal Development and STEP (Success Through Enthusiastic Participation). Within these programs are our past programming areas of Effective Speaking, Effective Writing, Team Building, Listening Course, Leadership, Chaplain and Focus on Women.

Certificates are provided to members who have completed the necessary requirements. Certifications should be sent to the national program manager monthly, instead of waiting for the trimester to end or just prior to a national convention. This allows the national program manager ample time to complete the certificates.

If certificates are requested for presentation at a particular time, the national program manager must receive them at least two (2) weeks prior to the date requested. The national program manager has the option to mail the certificates out to the states, or they may hold them for presentation/distribution at the national conventions.

Areas Under Programming

Project Recognition Library

All local chapters have projects they can do within their own community. By completing and submitting the Project Report Form, members can share this information with other chapters. After the form is completed - following the Project Recognition Library Guidelines - the form is submitted to the Programming Vice President.
There will be five sections to choose from:

- INTERNAL, WAYS & MEANS, CHAPTER PUBLICATIONS
- COMMUNITY INVOLVEMENT (FUNDRAISING OR NON-FUNDRAISING

Wellness & Personal Development

On the national level, the Wellness & Personal Development program manager is in charge of the Fellowship Breakfasts, which occur on Saturday mornings at each national convention. The program manager is responsible for coordinating a theme for the breakfast with the national president and the convention committee. The program manager is also responsible for coordinating the invocations and benedictions for all convention meetings. Other duties throughout the year include sending cards to those in need at the request of the national president.

Wellness & Personal Development is a program designed to inform, educate and update members concerning a wide variety of topics. The benefit of this national program is that it is extremely flexible. A large assortment of subjects can be used providing members with a multitude of information.

Consider appointing a program manager for this area in your chapter. This person will oversee the area and promote it to your membership. Many chapters find it helpful to take a chapter survey of their members' interests. Keep in mind this may also include an inquiry as to in chapter resources: members in the health profession, legal field, or special hobbies, etc. These members can be an excellent source of information.

The general topics that qualify under Wellness & Personal Development: health issues, personal concerns, careers, economics, American involvement, lifestyles and women's legacy. Please keep in mind that these topics cover a broad spectrum of subjects so that virtually any subject your chapter is interested in should qualify under this program. For example, under health you may want to pick a subject of interest to your chapter such as proper nutrition, new trends in medicine, or stress management. For more information about this programming area, refer to the Wellness & Personal Development Manual.

Personal Development

Personal Development is an area where a member could get a personal return for the investment in Women of Today. As volunteers we seem to always give, but Personal Development is our chance to reap the rewards of our investment of time, talent and energy. For more information on the components of Personal Enrichment.

The general topics that qualify under Personal Development: doing an impromptu speech, writing an article for a newsletter, knowing about the care of your vehicle and creating a website or Facebook page. Once a member has participated and completed the components of this area, this member is able to certify and is recognized with a certificate from the national organization for Personal Development. NOTE: The components do not have to be completed

within the Women of Today activities, but rather can be done in a member's personal, professional or social activities.

Personal Development Competitions

These are some guidelines, but the WPD program manager can decide on what type of competition they would like to promote to be held at Midyear Meeting and our Annual convention. If there is a writing competition, there must be 3 competitors to participate you must email the speech and mail a check for a $5 entry fee made payable to USWT and must be submitted to the USWT WPD Program Manager no later than the due date listed on the submission form. If there is a speaking competition, you must have 3 participant, the participant must send in a stat sheet with a $5 entry fee made payable to USWT and must be submitted to the USWT WPD Program Manager no later than the due date listed on the submission form.

Success Through Enthusiastic Participation (STEP)

The STEP program is a tool used to promote growth and activation of the individual Women of Today member. **STEP I** familiarizes the new member with local, district and state events; it must be completed within the first 120 days of membership. **STEP II** will also get a member activated in the local, district and state levels and is for the member of 12 months or less. **STEP III** leads to continued activation on various levels of our organization; it is for those members who have belonged to our organization for longer than one (1) year, but less than five (5) years. **STEP IV** is for the member who has been in the organization for six (6) years or longer and helps with keeping them involved in the organization. It is also good for any member in good standing that leaves the organization for any period and rejoins at a later date.

A member may certify in STEP I and II only once during their Women of Today membership. A member can certify in STEP III their second through fifth year and STEP IV every year thereafter. All members should be encouraged to complete these programs. When the requirements have been met, the members should be congratulated. These members are some of the most active members in the Women of Today organization. For more information about the STEP program, refer to the STEP Manual.

Domestic Violence Awareness

The United States Women of Today offer their members a variety of programs that not only help them with their own personal growth and development but also encourage them to work with a select foundation. In 2009 it was voted on to pick a foundation to support where there would be agencies in each chapter state. Domestic Violence Awareness was chosen to be that ongoing foundation. Chapters and states could pick which Domestic Violence Awareness program, shelter or agency to support in their community. As of May 1, 2011, Domestic Violence Awareness became the permanent foundation for the United States Women of Today.

The Domestic Violence Awareness Program Manager works with the states to present educational materials and fundraising suggestions to the state and local levels.

National Staff Information

Election & Bid Guidelines

Elected Offices

United States Women of Today offices, which are elected, are the following:

- President
- Programming Vice President
- Membership Vice President
- Secretary
- Treasurer

The Elections Committee requires the candidates for these offices to submit information as requested in the candidate filing form which is available online at the website. The Candidates Filing Form, Plan of Action, Letter of State Support and Budget shall be submitted to the Chairman of The Board no later than Wednesday prior to the Annual Meeting. If an office has been filed for, no nominations may be taken from the floor. If there is no candidate for the office of Treasurer no nominations may be taken from the floor.
Candidates are elected by the delegates present at the Annual Convention Elections Meeting. Qualifications to be eligible for these elected officers are detailed in the bylaws and policies.

Bid Positions

United States Women of Today positions, which are bid, are the following:

- Public Relations Director
- Extensions Director
- Wellness & Personal Development Program Manager
- Domestic Violence Awareness Program Manager

Intent to Bid and plan of action for bid positions shall be submitted to the Chair of the Board no later than Wednesday prior to the Annual Convention. The bid process takes place before the Board of Directors at the Annual Convention, the second full weekend of June. The bidder or their representative will present the bids in a five-minute oral presentation at the outgoing Board of Directors Meeting. Bids approved by a majority of the entire outgoing Board of Directors (whether voting or not) will be for a period of one year. Further information regarding this process is found in Policy 2 of the USWT Bylaws and Policies.

Appointed Positions

United States Women of Today offices, which are appointed, are the following:

- Parliamentarian
- Presidential Assistant(s)

After the national president candidate(s) announce their candidacy, individuals may approach them with the intent of being selected for one of these appointed positions. The candidate most likely will require a letter that details your experience and explains your desire for this position. Upon election, the national president will announce the individuals that have been selected for these appointed positions for approval of the Board of Directors.

Officer Responsibilities

All officer responsibilities on the national level are performed by the designated position. Those on the state and local level may or may not be performed by the designated position; however, the designated officer should oversee each of the responsibilities that are delegated to another individual. For example, the national newsletter is the responsibility of the secretary on the national level but may be the responsibility of a program manager on the state or local level. It is the responsibility of the national officer to distribute information to the state officer; each state officer will then pass on this information to all local chapters in their respective state. It is the responsibility of the local officer to distribute information to the state officer, who will then pass on this information to the national officer. In this fashion, organizational practices and projects are reported at all levels. The local officers should also feel welcome to approach the national officers as well.

All officers listed in this section should attend the business meetings of their respective organization level. National staff and state presidents are required to attend all national conventions. It is requested that all other officers, regardless of the level, attempt to attend at least one national and state convention.

President

National President

- Work with and supervise the state presidents and the national staff.
- Have Board of Directors set goals, share them and review them monthly.
- Provide leadership training, motivation and support.
- Provide a newsletter to the state presidents and national staff.
- Visit each state or have national representation when the national president is unable to attend.
- Attend national meetings and training sessions.

- Recognize members with awards for outstanding achievements.
- Provide meeting agendas, programs and staff reports for conventions.
- Preside at all national meetings of the membership, staff and Board of Directors.
- Give staff reports at all Board of Directors meetings.
- Oversees Dues Billing Provider.
- Oversees Webmaster.

State President

- Set goals and share them with state staff and local presidents.
  - Have state staff and local presidents set their goals for the year.
  - Follow up with state staff and local presidents each trimester to review goals.
- Work with and supervise the local presidents and state staff.
- Provide leadership training for state staff and local officers.
- Prepare a membership growth plan and share it with the state staff and local presidents.
- Work closely with the state membership vice president and review membership numbers monthly.
- Make sure all renewals and new member adds are in on time.
- Provide a monthly newsletter to the local president and state staff.
- Recognize members with awards for outstanding achievements.
- Visit each chapter and/or district or have a state representative attend if unable to do so.
- Provide agendas and hold state meetings and state board meetings.
- Act as the liaison between the national and state organization.
- Attend national Midyear Meeting and Annual Convention and distribute national awards to your state members.
- Distribute State Information Packet (SIP) to appropriate state officers and chapters.
- Write and submit a midyear evaluation and submit to the national president.
- Submit national pin nominations for outstanding state members to the national president.
- Distribute USWT Training Packets to incoming state officers.
- Attend the assigned national committee meetings held at Midyear Meeting and Annual Convention. You are a member of a national committee by virtue of the office.
- Submit articles about state and chapter activities to the Today's Leader and monthly reports to the national president.
- Give staff reports at all Board of Directors meetings.
- Provide a monthly report to the state president.

Local President

- Set goals and share them with your chapter.
  - Have the local board and program managers set goals for the year.

    Follow up with the local board and program managers each trimester to review their goals.
- Work with and supervise the Board of Directors.
- Provide officer training to the Board of Directors.
- Prepare membership growth plan with the Board of Directors and share it with the local chapter.

- Work closely with the membership vice president and review membership numbers monthly.
- Make sure all renewals and new member adds are in on time.
- Provide a monthly newsletter to the chapter members.
- Recognize members with local awards and/or incentives.
- Submit members with outstanding achievements for state and national awards.
- Provide agendas and hold monthly local general membership and board meetings.
- Preside at all local general membership and board meetings.
- Communicate with district, state and national officers as needed.
- Attend district and state meeting; attend national meetings when possible.
- Submit one article about chapter activities to the state and national newsletters.
- Schedule the local yearly activities; publish a calendar for chapter vote; and schedule project chairs.
- Send monthly reports to the state president.
- Give reports at all membership meetings.

Membership Vice President

National Membership Vice President

- Be responsible for the promotion of membership.
  - Issue chapter and state challenges; provide recognition to all who meet these challenges.
  - Promote the USWT Membership Recognition Program; provide recognition to all who meet these requirements.
  - Encourage local membership nights.
- Be responsible for membership record keeping.
  - Keep figures for all state and local levels.
  - Submit renewals and new member adds to the Dues Billing Provider. ○ Inform the states and local chapters of the current membership status.
- Provide training and educational materials to the state membership contact. ○ Submit articles to the Today's Leader.
  - Make regular phone contact and provide newsletters to the state and local membership contacts.
    Provide training sessions at the Midyear Meeting.
  - Review and initiate revisions to the USWT Membership Manual.
- Oversee the state and local membership contacts and request reports.
- Recognize members with awards for outstanding achievements.
- Oversee the Public Relations Director and Extensions Director for the national level.
  - Request reports and make regular contact.

- Coordinate the Sister States.
- Chair the USWT Membership and Dues Billing Committees.
- Distribute New Chapter Guide and New State Guide when extensions are complete.
- Travel to the states when requested, if possible.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the state contacts.
- Provide a monthly report to the national president.

State Membership Vice President

- Be responsible for the promotion of membership.
  - Promote the national membership challenges for the state and local levels. ○ Promote the USWT Membership Recognition Program.
  - Promote state membership challenges and recognition program; provide recognition for meeting these challenges and requirements.
  - Encourage chapter membership nights.
- Be responsible for membership record keeping for state and local levels.
  - Keep the figures for the state and local levels. ○ Mail Dues Billing to local chapters.
  - Submit renewals and new member adds to the USWT Membership Vice President by the deadline; send checks with the submission on a trimester or monthly basis.
  - Keep the state and local levels informed of current status.
- Provide training and educational materials to the local membership contacts.
  - Submit articles to the state newsletter. ○ Send newsletters to the local membership contacts.
  - Report at state meetings and hold training sessions at the state meetings.
- Recognize members with awards for outstanding achievements.
- Oversee the chapter membership contacts.
  - Request reports and make regular contact.
- Be a member of the state membership committee, if not the chair.
- Travel to and assist with local chapter membership nights.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.
- Provide a monthly report to the state president.

Local Membership Vice President

- Be responsible for the promotion of membership.
  - Promote the local, state and national membership challenge for the local chapter. ○ Promote the local, state and national membership recognition program. Provide recognition for completion of challenges and recognition programs on the local level.
  - Encourage and hold chapter membership nights at least once per trimester.
- Be responsible for membership record keeping for the local chapter.
  - Keep the figures for the local chapter. ○ Receive and submit the trimester dues billing.
  - Submit the new member adds monthly by the deadline.
- Provide training and educational materials to the local chapter. ○ Submit articles in the chapter newsletter promoting membership events.

- Report monthly at the local general membership meetings.
- Recognize members with awards for outstanding achievements.
- Report to the state membership contact on a regular basis.
- Give reports at all membership meetings.

Programming Vice President

National Programming Vice President

- Be responsible for promotion of programming areas.
  - Promote Outstanding Achievement in Programming Award.
  - Provide recognition at Midyear Meeting and Annual Convention.
  - Encourage programming operations.
  - Promote programming certifications and competitions.
- Provide training and educational materials to the state programming contacts.
  - Submit articles to the Today's Leader.
  - Send newsletters to the state programming vice presidents.
  - Make regular phone contact with state programming vice presidents.
  - Provide training sessions at Midyear Meeting.
- Promote the USWT Project Report Library.
  - Review and initiate revisions to the USWT Project Report Library Guidelines and form.
- Recognize members with awards for outstanding achievements.
- Oversee the national program managers; request reports and provide newsletters to and make contact with state and local contacts.
- Oversee the state programming vice presidents and request monthly reports.
- Chair the national Program Study Committee.
- Review and initiate revisions to all USWT manuals and forms.
- Provide recognition to state and local levels.
- Travel to states as requested, if possible.
- Give staff reports at all Board of Directors meetings.
- Provide a monthly report to the national president.
- Provide communication each trimester with the state contacts.
- Responsible for reporting monies and/or time donated by the state and local chapters by use of the Community Connections form.

State Programming Vice President

- Be responsible for promotion of the national and state programming areas.
  - Promote the USWT Outstanding Achievement in Programming Award to the state and local levels.
  - Encourage programming orientations on the state and local levels.
  - Promote programming certifications and competitions. • Promote the USWT Project Report Library.
  - Maintain contact with local project recognition contact.

- Administer and promote project recognition competition, by overseeing judging of the entries and providing recognition to local winners.

- Provide training and educational materials to the state and local levels.
  - Submit articles in the state newsletter. ○ Provide newsletters to the state and local contacts. ○ Make regular contact with state and local contacts.
  - Report at state meetings.
  - Hold training sessions or skits at state meetings.
- Recognize members with awards for outstanding achievements.
- Oversee the program managers for the state.
  - Request reports.
  - Make contact and send newsletters on a regular basis.
- Be a member of the state program study committee.
- Travel and assist with programming on the state and local levels.
- Give staff reports at all Board of Directors meetings.
- Provide a monthly report to the state president.
- Provide communication each trimester with the local contacts.
- Responsible for reporting monies and/or time donated by the state and local chapters by use of the Community Connections form and provide this information to the national programming vice president.

Local Programming Vice President

- Be responsible for promotion of the national and state programming areas.
  - Promote and submit to the USWT Outstanding Achievement in Programming Award. ○ Hold local programming orientations.
  - Promote programming certifications and competitions.
- Promote the USWT Project Report Library. ○ Maintain contact with state and national project recognition contact.
  - Promote project recognition competition.
- Provide training and educational materials to the local members.
  - Submit articles in the local newsletter.
  - Report monthly at local membership meetings.
- Recognize members with awards for outstanding achievements.
- Report to state programming vice president on a regular basis.
- Give reports at all membership meetings.

Responsible for reporting monies and/or time donated by the local chapter by use of the Community Connections form and provide this information to the state and national programming vice president.

Secretary

National Secretary

- Work with state secretaries and provide support and training.

- Review and initiate revisions to the USWT Secretary Manual.
- Recognize members with awards for outstanding achievements.
- Maintain records of all meetings and proceedings for the permanent files.
- Take attendance and minutes of executive committee, staff and board of directors meetings; type these minutes and supply them to the national president for distribution.
- Help the national parliamentarian establish a quorum.
- Give brief, but specific, reports at executive committee, staff and board of directors meetings.
- Publish the Today's Leader on a bimonthly basis and send to webmaster for the USWT website.
- Compile, publish and distribute the National Directory.
- Compile and copy staff reports for Midyear Meeting and Annual Convention.
- Participate on committees as requested by the national president.
- Perform other duties as requested by the national president.
- Train the incoming national secretary.
- Give staff reports at all Board of Directors meetings.
- Provide a monthly report to the national president.
- Provide communication with each trimester with the state contacts.

State Secretary

- Work with, offer support and train secretaries on the local level.
- Recognize members with awards for outstanding achievements.
- Take attendance and minutes of state board and business meetings; provide copies for approval by the membership by publishing them in the state newsletter prior to each state meeting. ○ Call to order including date, time and location of the meeting. ○ Include the name of the organization and type of meeting.
  - ○ State if the minutes from the previous meeting were approved. ○ Highlight officer, standing committee and project reports.
  - ○ Supply the beginning balance, receipts, disbursements and ending balance in the treasurer's report.
  - ○ Include all parliamentary actions (i.e., motions, points of order, appeals, etc.) ○ Adjourn ○ End the minutes with your name and the date.
- Maintain records for the permanent files for the state level.

  Publish a directory of state officers and local presidents.
- Assist the state parliamentarian with credentials for voting at meetings and during elections.
- Take care of outside correspondence, if requested by the state president.
- Publish and distribute the state newsletter.
- Maintain and update officer operation manuals.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.
- Provide a monthly report to the state president.

Local Secretary

- Take attendance and minutes at each local board and general membership meetings.
  - Call to order including date, time and location of the meeting. ○ Record decisions made and actions taken. ○ Include the name of the organization and type of meeting.
  - Establish a quorum.
  - State if the minutes from the previous meeting were approved.
  - Highlight officer, standing committee and project reports.
  - Supply the beginning balance, receipts, disbursements and ending balance in the treasurer's report.
  - Include all parliamentary actions (i.e., motions, points of order, appeals, etc.) ○ Adjourn ○ End the minutes with your name and the date.
- Publish minutes in the local newsletter and/or provide copies at the local meetings.
- Maintain records for the permanent files.
- Verify voting credentials, if necessary.
- Distribute a directory of members.
- Take care of outside correspondence, if requested by the local president.
- Publish and distribute the local newsletter.
- Recognize members with awards for outstanding achievements.
- Give reports at all membership meetings.

Treasurer

National Treasurer

- Accurately record the financial transactions of the national organization.
- Review and initiate revisions to the USWT Treasurer's Manual.
- Deposit all funds in a timely manner, including dues received from the membership vice president.
- Pay all bills in a timely manner; ensure all requests for payment have the necessary invoices/receipts.
- Reconcile the checking account monthly.

  Prepare periodic financial statements for membership and review for accuracy in posting income and expenses.
- Monitor the budget for the national officers and other miscellaneous line items and suggest modifications at the midyear budget meeting.
- In charge of all sponsorships and grants.
- File all required tax and audit papers.
- Recognize members with awards for outstanding achievements.
- Responsible for all Ways and Means.
- Manage the national store.

- Order new and restock merchandise for sale to the membership. ○ Promote sales of national merchandise. ○ Package and mail out orders, if members order merchandise through the mail.
- Have the national store open at conventions for the convenience of the membership.

- Act as chair of the finance committee. ○ Prepare an agenda with supporting materials and submit to the finance committee members prior to the meeting.
- Ensure accurate minutes are taken at the meeting and submitted to the membership.
- Prepare a budget for the coming year along with the finance committee.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the state contacts.
- Provide a monthly report to the national president.

State Treasurer

- Accurately record the financial transactions of the state organization.
- Deposit all funds and pay all bills in a timely manner; ensure all requests for payment have the necessary invoices/receipts.
- Collect dues from the local level for new members and renewing members. ○ Follow up on the local level if dues are not in by the deadline so that all dues owing in a particular trimester are remitted to the national membership vice president.
- Remit the national dues by the deadline to the national membership vice president.
- Reconcile the checking account monthly and prepare periodic financial statements for the membership.
- Review the financial statements for accuracy in posting of income and expenses.
- Monitor the budget for the state officers and miscellaneous line items and suggest modifications at the midyear budget meeting.
- Oversee all Ways and Means for the state level.
- Recognize members with awards for outstanding achievements.
- Manage the state store.
  - Order new and restock merchandise for sale to the membership.
  - Promote sales of state merchandise. ○ Package and mail out orders, if members order merchandise through the mail.
  - Have the state store open at conventions for the convenience of the membership.
- Act as chair of the state finance committee.
  - Prepare and mail out agenda and supporting materials prior to the finance meeting.
  - Ensure accurate minutes are taken of the meeting and submitted to the state membership.
- Prepare a budget for the upcoming year along with the state finance committee.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.
- Provide a monthly report to the state president.

Local Treasurer

- Accurately record the financial transactions of the local organization.

- Deposit all funds and pay all bills in a timely manner; ensure all requests for payment have the necessary invoices/receipts.
- Collect dues from the new and renewing members and submits to state membership vice president by due date.
  - Follow up on members if dues are not in by the deadline.
- Reconcile the checking account monthly and prepare periodic financial statements for the membership.
- Monitor the budget for the officers and miscellaneous line items and suggest modifications at the midyear budget meeting.
- Recognize members with awards for outstanding achievements.
- Act as chair of the local finance committee.
  - Prepare and mail out agenda and supporting materials prior to the finance meeting.
  - Ensure accurate minutes are taken of the meeting and submitted to the membership.
- Prepare a budget for the upcoming year along with the local finance committee.
- Give reports at all membership meetings.

Parliamentarian

National Parliamentarian

- Advise the president and national membership on matters of parliamentary procedure.
- Review and initiate revisions to the USWT Parliamentarian Manual.
- Provide the state parliamentarians with support and training as needed.
- Review the USWT Bylaws and Policies annually.
- Review the bylaws and policies of the member states and chapters as requested.
- Recognize members with awards for outstanding achievements.
- Serve as chair of the Bylaw Review Committee.
- Provide motion slips for business meetings and request written notice of proposed bylaw/policy changes from members prior to national meetings.
- Establish a quorum at national meetings.
- Keep a copy of bylaws and policies with you at all national meetings for reference.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the state contacts.
- Provide a monthly report to the national president.

State Parliamentarian

- Advise the president and state membership on matters of parliamentary procedure.
- Provide the local parliamentarians with support and training as needed.
- Review the state bylaws and policies annually.
- Review the bylaws and policies of the local chapters as requested.

- Recognize members with awards for outstanding achievements.
- Serve as chair of the Bylaw Review Committee.
- Provide motion slips for business meetings and request written notice of proposed bylaw/policy changes from members prior to state meetings.
- Establish a quorum at state meetings.
- Keep a copy of bylaws and policies with you at all state meetings for reference.
- Report to the state president and send a copy of all reports to the national officer.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.
- Provide a monthly report to the state president.

Local Parliamentarian

- Advise the president and membership on matters of parliamentary procedure.
- Review the local bylaws and policies annually.
- Recognize members with awards for outstanding achievements.
- Serve as chair of the Bylaw Review Committee.
- Provide motion slips for business meetings and request written notice of proposed bylaw/policy changes from members prior to chapter meetings.
- Establish a quorum at local meetings.
- Keep a copy of bylaws and policies with you at all local meetings for reference.
- Report to the local president and send a copy of all report to the state and national officer.
- Give reports at all membership meetings.

Extensions Director

National Extensions Director

- Work one-on-one with the state and local extensions directors by offering support and training.
- Review and initiate revisions to the USWT Extensions Manual & Media Kit and USWT New Chapter Guide.
- Distribute an Extensions Manual and Media Kit when an Intent to Extend is filed.
- Provide all manuals, charter certificate and gavel to the new chapter upon completion of an extension.
- Work with the extension team to scout out new communities that would be good targets for our organization.
- Promote active members of the extension team that will generate interest in the extensions area.
- Recognize members with awards for outstanding achievements.
- Work with and report to the national membership vice president and national president.
- Assist states with paperwork and distribute the extensions reimbursement, when requested.

- Make sure two-year and under chapters are getting proper training; and work with state officers to make sure that new chapter is getting the support needed to be successful.
- Send monthly reports to the national membership vice president and national president.
- Submit articles to the national newsletter and membership vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication with each trimester with the state contacts.

State Extensions Director

- Review state organization and investigate potential communities for extensions.
- Target successful, healthy chapters and approach them about the possibility of doing an extension.
- Work closely with each extension in progress and offer encouragement.
- Communicate with the national extensions director upon completion of an extension.
- Assist extending chapter in obtaining the national extensions reimbursement.
- Make sure two-year and under chapters are getting proper training; and work with local officers to make sure that new chapter is getting the support needed to be successful.
- Recognize members with awards for outstanding achievements.
- Distribute information from the national officer to the local level.
- Send monthly reports to the state membership vice president and state president.
- Submit articles to the state newsletter and membership vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.

Local Extensions Director

- Select a target community in the area that would benefit from a Women of Today chapter.
- File an Intent to Extend form and send it to the state extensions director.
- Generate enthusiasm in the local level for completing an extension.
- Recognize members with awards for outstanding achievements.
- Send information to the state and national officers from the local level.
- Send reports to the local membership vice president and local president.
- Submit articles to the local newsletter.
- Give reports at all membership meetings.

Public Relations Director

National Public Relations Director

- Work one-on-one with the state and local public relations directors by offering support and training.
- Review and initiate revisions to the USWT Public Relations Manual.

- Administer and promote Founder's Day, Women of Today Week, Make a Difference Day and National Volunteer Recognition Week.
- Promote Women of Today Buckets of Sunshine to be run in conjunction with Make a Difference Day.
- Promote the Midyear Meeting and Annual Convention; include press releases to advertise conventions and recognize award recipients.
- Coordinate the First Timers program at all meetings.
- Promote Women of Today wherever and whenever possible to gain national recognition.
- Recognize members with awards for outstanding achievements.
- Update the national media list as needed.
- Shall serve as chair of the Marketing Committee.
- Prepare a scrapbook for the national president.
- Send monthly reports to the national membership vice president and national president.
- Oversee the USWT Facebook site.
- Submit articles to the national newsletter and membership vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the state contacts.

State Public Relations Director

- Promote state projects and successes through news articles, radio and television ads, posters, etc.
- Promote Founder's Day, Women of Today Week, Make a Difference Day and National Volunteer Recognition Week.
- Promote Women of Today Buckets of Sunshine to be run in conjunction with Make a Difference Day.
- Promote the state conventions; include press releases to advertise conventions and recognize award recipients.
- Promote Women of Today wherever and whenever possible to gain national recognition.
- Recognize members with awards for outstanding achievements.
- Update the state media list as needed.
- Distribute information from the national officer to the local level.
- Prepare a scrapbook for the state president.
- Send monthly reports to the state membership vice president and state president.
- Submit articles to the state newsletter and membership vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.

Local Public Relations Director

- Promote local projects and successes through news articles, radio and television ads, posters, etc.
- Promote Founder's Day, Women of Today Week, Make a Difference Day and National Volunteer Recognition Week.
- Promote Women of Today Buckets of Sunshine to be run in conjunction with Make a Difference Day.
- Promote Women of Today wherever and whenever possible to gain national recognition.

- Recognize members with awards for outstanding achievements.
- Update the local media list as needed.
- Send information to the state and national officers from the local level.
- Prepare a scrapbook for the local president.
- Send reports to the local membership vice president and local president.
- Submit articles to the local newsletter.
- Give reports at all membership meetings.

Webmaster

National Webmaster

- Promote, review and maintain the national website.
- Send reports to the national membership vice president and national president.
- Give staff reports at all Board of Directors meetings.

State Webmaster

- Promote, review and maintain the state website.
- Send state's web address to the national web director.
- Distribute information from the national officer to the local level.
- Recognize members with awards for outstanding achievements.
- Send reports to the state membership vice president and state president.
- Submit articles to the state newsletter and membership vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.

Local Webmaster

- Promote, review and maintain the local website.
- Send chapter's web address to the state and national officers.
- Recognize members with awards for outstanding achievements.
- Report to the local membership vice president and local president.
- Submit articles to the local newsletter.
- Give reports at all membership meetings.

Domestic Violence Awareness Program Manager

National Domestic Violence Awareness Program Manager

- Provide educational material to the state and local levels.
- Provide state and local levels with foundation contact(s) in their area.
- Track dollars raised and service hours performed on the national, state and local levels through the Domestic Violence Awareness Transmittal Form.
- Recognize members with awards for outstanding achievements.
- Send monthly reports to the national programming vice president and national president.
- Submit articles to the national newsletter and programming vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication with each trimester with the state contacts.

State Domestic Violence Awareness Program Manager

- Provide educational material to the local levels.
- Provide local levels with foundation contact(s) in their area.
- Recognize the efforts of state and local levels on behalf of the foundation.
- Track dollars raised and service hours performed on the state and local levels through the Domestic Violence Awareness Transmittal Form.
- Distribute information from the national officer to the local level.
- Recognize members with awards for outstanding achievements.
- Send monthly reports to the state programming vice president, state president and national program manager.
- Submit articles to the state newsletter and programming vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.

Local Domestic Violence Awareness Program Manager

- Provide educational material to the membership.
- Recognize the efforts of membership on behalf of the foundation.
- Track dollars raised and service hours performed on the local levels through the Domestic Violence Awareness Transmittal Form.
- Recognize members with awards for outstanding achievements.
- Send information and submit transmittals to the state and national officers from the local level.
- Send reports to the local programming vice president and local president.
- Submit articles to the local newsletter.
- Give reports at all membership meetings.

Wellness and Personal Development Program Manager

Health and Wellness Program Manager

- Provide educational and certification material to the state and local levels.
- Organize fellowship services at the Midyear Meeting and Annual Convention.
- Provide invocations and benedictions at all national meetings.
- Provide support to the organization where needed.
- Review and initiate revisions to the USWT Health and Wellness Manual.
- Keep accurate records of all who certify.
- Recognize members with awards for outstanding achievements.
- Send monthly reports to the national programming vice president and national president.
- Submit articles to the national newsletter and programming vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication with each trimester with the state contacts.
- Set up and promote national competitions.

State Wellness and Personal Development Program Manager

- Distribute information from the national officer to the local level.
- Organize fellowship services at state conventions.
- Provide invocations and benedictions at all state meetings.
- Provide support to the organization where needed.
- Provide educational and certification material to the local levels.
- Send in certifications to the national officer for those who qualify in the programming area.
- Keep accurate records of all who certify.
- Distribute information from the national officer to the local level.
- Recognize members with awards for outstanding achievements.
- Send monthly reports to the state programming vice president and state president.
- Submit articles to the state newsletter and programming vice president's mailings.
- Give staff reports at all Board of Directors meetings.
- Provide communication each trimester with the local contacts.
- Set up state competitions and promote national competitions.

Local Wellness and Personal Development Program Manager

- Send information to the state and national officers from the local level.
- Provide invocations and benedictions at all membership meetings.
- Provide support to the organization where needed.
- Provide educational and certification material to the membership.
- Send certifications to the state and national officer for those who qualify in the programming area.
- Keep accurate records of all who certify.
- Recognize members with awards for outstanding achievements.
- Send reports to the local programming vice president and local president.
- Submit articles to the local newsletter.
- Give reports at all membership meetings.
- Encourage participation in competitions.

National Meetings

The national president will publish details about meetings and your role at them at least one month prior to the meeting. This information will include appropriate dress, information and materials needed, training participation and schedules, committee meetings, etc.

Midyear Meeting

The Midyear Meeting is a Board of Directors meeting, without a general membership meeting; everyone is welcome to attend. State Presidents are voting delegates. The Midyear Meeting has forums, training sessions and entertainment for attendees. The Executive Committee generally meets the evening before the meeting actually begins. National staff and state

presidents will be asked to arrive on time for meetings and committee responsibilities. These times are set at the discretion of the national president.

Annual Convention

The Annual Convention is held the second full weekend in June. There is a meeting of the general membership, at which time votes are taken by using the proportionate voting system. There is also an outgoing and incoming Board of Directors meeting.
A state president's roundtable is held on Friday evening. The weekend concludes by noon on Sunday. The national president will send specific requests to you as the Annual Convention approaches. Some items that state presidents have traditionally needed are:

- A state flag to carry during the opening ceremonies; sometimes a flag stand is also requested.
- Some small gift items to exchange with other state presidents, optional.

Convention Registration

Registration for the USWT Staff is built into the budget in most cases. This is a separate line item, not a part of the officer expenses. A registration form must be completed and sent to the national treasurer in advance of the deadline for early registration. The national treasurer prepares a check to the hosting chapter or state to cover the cost of all national officer registrations that were received in time to make the early registration price cut-off. If you register late, you will need to pay the difference between the early and late registration fee. If you register for a meeting and then are unable to attend, you will be responsible for reimbursing the United States Women of Today for the registration cost.

Committee Meetings

Committee meetings are held at each national meeting, usually after the Executive Committee meeting, but prior to the Board of Directors meeting. The purpose of the committee meetings is to review procedures and programs of the United States Women of Today and to make recommendations for additions or changes; this includes changes to the bylaws and policies.

All members of the Board of Directors serve on one or more committees. These committee assignments are made shortly after the Annual Convention in June. General members may also serve on national committees upon request and approval by the national president.

Committee Chairs

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1. Two weeks prior to the national meetings, send a mailing that includes minutes from the previous meeting, an agenda and a letter that explains any items that are coming up to all committee members.
2. At the meeting:

a. Bring a minimum of 15 copies of the minutes and agenda; the minutes will need to be approved at your meeting.
b. Appoint a secretary; this person should be a member of the committee.
c. Keep the meeting moving, as you have a lot to accomplish in a short amount of time.
d. Committee meetings are open to anyone.
e. Anyone may speak; only committee members may vote.
f. Complete a committee synopsis form and give it to the national president.

3. Immediately following the meeting, bylaw and policy proposals should be turned over to the national parliamentarian.
4. Following the national meeting, type the minutes from the committee meeting for posting on the website and email the minutes to the national president and the members of the committee.

Staff Reports

National staff members will be asked to compile a report on their area for distribution at each national meeting. It should be sent to the national secretary, supervising officer and national president by the deadline specified. Any additions to the report should be given to the national secretary following the meeting so that the minutes can accurately reflect any additions or changes.

National staff members will be asked to prepare a year-end recap of activity for his/her area. This should cover participation figures, list of awards and recognition recipients and any recommendations for the appropriate area. The report should be specific to the area over which each staff member has responsibility. Everything that falls under their responsibility should be explained on this report. Do not list quantities of mail sent or received. The national president will inform each officer of specific instruction about printing.

Write out a script to report efficiently at the meetings. It is a highlight of the staff report; cover the major points and select items of interest to all members. Those interested in more detailed information can read the printed report. Keep a copy for your records and send one (1) copy to the national president.

State President Information

Each state president is a member of the Board of Directors and is encouraged to attend both conventions. Each state is allowed one vote at the Midyear Meeting Board of Directors meeting; whereas proportionate voting occurs at the Annual Convention.
There will be state presidents' roundtable at each national meeting. This will be for training and celebrating successes. There will be a chance for each state to share details on what has happened in their state at each national meeting such as amount of dollars raised, certifications completed, special projects held, new member/renewal information (i.e., growth, etc.) a chance to brag about the wonderful things that have happened for the year.

Chapter Mailings

Staff members will be asked to contribute to additional mailings as requested by the national president. One All Chapter mailing is in the beginning of the year and one toward the end of second trimester or early third trimester. States can expect to receive additional mail containing membership and programming information from each area respectively each trimester.

State Information Packets (SIP)

National staff members are asked to compile information packets to be handed out at the Midyear Meeting promoting their areas and updating promotions for the second half of the year. Each state president and national staff member receives a copy of this information packet with staff being encouraged to include a copy for their state contacts. Staff can also provide packets at annual to get information out for the beginning of the year.

Monthly Reports

Staff and state presidents are expected to complete and submit monthly reports to the national president.

Training Packets

Training materials are mailed to outgoing state presidents; these packets are to be utilized while training incoming officers and information passed on to succeeding officers. Each national staff member puts together training information on their area to utilize in training the new state officer, program manager or director. This will go out during the month of March; the state should be able to take the information and use to train the new officers for the year.

Travel & Visitation Reports

If an officer chooses to travel to another state as a representative of the national organization, travel expenses may be taken out of your officer budget. However, since that budget is not large enough to cover everything, you should ask the state how much they are able to cover for you; then make your decision.

Everyone should feel free to invite national staff members to be your guest at state and local functions. Do realize that these individuals are on a limited budget, so they will appreciate any reimbursement. As a courtesy, the state or local organization may provide registration and room for the national guest. If there are unusual circumstances, or a limited budget, do not let

that deter your request; many staff members want to travel and will be glad to assume expenses.

When a national guest is coming, put your guest to work! Take advantage of your guest by having them train, serve as a guest speaker, attend committee meetings, or judge for competitions. Also inform your guest of any special activities so they can be prepared (i.e., appropriate dress).

National staff members should prepare for visits by asking the requestor how to help during the visit. Make the most of the experience by participating in as many activities as possible. Find out what kind of meeting will occur so that you can dress appropriately. Also remember to notify the national president of the visitation and seek suggestions. A Visitation Report should be completed and mailed to the national president within one week following the visitation.

File Maintenance

Officers are asked to maintain files for their area of concern. Be sure to keep copies of files or provide a CD or flash drive that you will pass on to your successor. These files can include:

- All outgoing mailings
- Newsletter articles
- Local chapter mailing articles
- Vice President mailing articles
- Meeting reports
- State Information Packets
- Awards lists from both conventions; include incentives
- Membership SODA

Do not keep copies of your monthly reports, national newsletters, or correspondence received during your term. Keep the files condensed, but include everything you did to promote your area.

Manuals & Materials

All manuals produced and distributed by the United States Women of Today should remain in the files of the officers to whom they were given. **DO NOT KEEP THEM FOR YOUR PERSONAL USE.** The following manuals have been distributed and should remain in your files: The last revision date is listed below and each manual should be reviewed every three (3) years except for the Operations Manual which should be reviewed every year. The USWT Chairman of the Board oversees the Manual Review process.

<u>Every Year</u>
Operations Manual
Book of Forms

2024-2025

- Parliamentary Procedure Manual
- Secretarial Manual
- Treasurer Manual

2018-2019

- Programming Vice President Manual
- Project Report Library Guidelines
- Wellness & Personal Development Manual
- Domestic Violence Awareness Manual
- STEP Manual

2024-2025

- Membership Manual
- Public Relations Manual
- New State Guidelines Manual
- Extensions Manual & Media Kit
- Chapter Guide
- Buckets of Sunshine Manual

Be sure that one copy of each of the above-mentioned manuals is in your files.

Procedures for Developing Manuals and Materials
The development or revisions of manuals or other materials must be channeled through the Material Review Committee and approved by the Finance, Bylaw Review and Executive Committees. Cost to produce these materials, unless budgeted, must be covered in the officer's expense or by full or partial sponsorship.

Expense Voucher

There are two kinds of expense vouchers: Officer Expense and Miscellaneous.
The **Officer Expense Voucher** is for expenses, which are paid out of the amount allotted in each officer's allotted budget. Officer expenses include such things as communication expenses (postage and phone bills), supplies, copying, incentives, travel expenses and miscellaneous expenses. In short, those types of expenses incurred as an officer for doing the designated job duties. Receipts must accompany the voucher. A communication log is not an acceptable receipt for communication expenses; you must submit an actual phone bill or receipt for postage to be reimbursed. The voucher is to be sent to the national treasurer with a copy to the national president.

The **Miscellaneous Voucher** is for all line items other than officer expenses. A separate officer expense voucher should be completed for expenses incurred for competition, since this is a separate line item on the budget. The expenditure of any monies against those line items is only with the approval of the national president. The original voucher with receipt should be sent first to the national president. If the national president approves the expenditure, the voucher will be signed and sent to the national treasurer for reimbursement. Approved vouchers will be reimbursed with a check made out to the requestor or the appropriate vendor. The check will be sent after being signed by both the national treasurer and the national president.

Committees

Bylaw Review Committee

This committee consists of the Parliamentarian (chair), past Parliamentarian and three (3) state presidents. This committee is charged with reviewing the current bylaws and policies of the organization for accuracy and needed changes. They also review the existing and proposed manuals.

Elections Committee

This committee consists of the Chairman of the Board (chair) and four (4) other members appointed by the chair. They meet at Midyear Meeting for the purpose of reviewing elections rules and to set up guidelines for the upcoming campaign. This committee also arranges and supervises a caucus that is held the day preceding the Annual Elections Meeting. This caucus will allow convention attendees to hear the viewpoints of all candidates that are running for national office.

Finance Committee

This committee consists of the Treasurer (chair), the past Treasurer, President, one (1) other executive council member and three (3) state presidents. This committee is charged with reviewing current finances and making budgetary recommendations concerning the national store, executive council expenditures and other matters of financial concerns. They also review the existing and proposed manuals.

Membership Committee

This committee consists of the Membership Vice President (chair), the past membership vice president, all directors and three (3) state presidents. This committee reviews all existing and proposed manuals and promotes membership and chapter management.

Dues Billing Committee

This committee consists of the President, Membership Vice President, Treasurer, past membership vice president and three (3) Membership and Finance Committee members. The

contract for Dues Billing is open for bids and negotiation every three years. The committee reviews the bids and presents its recommendation to the Board of Directors for approval at Midyear Meeting. This committee is a sub-committee of the Membership and Finance Committees.

Extensions Committee

This committee consists of the Extensions Director (chair) and ten (10) Women of Today members appointed by the President. This committee supports states in extension efforts and may do a state extension. This committee is a sub-committee of the Membership Committee.

Future Directions Committee

This committee consists of the Chairman of the Board (chair), one (1) executive council member, three (3) state presidents and five (5) other Women of Today members who serve a two-year term. This committee reviews current programs and practices of the organization and makes recommendations for changes.

Marketing Committee

This committee consists of the current and immediate past chairman, the Chairman of the Board and the current and past Public Relations Directors. A minimum of six (6) other Women of Today members shall be appointed by the President to serve two-year alternating terms. This committee shall develop and implement ideas for marketing the United States Women of Today as well as final decision and approval of the Convention Buckets of Sunshine bid. This committee is a sub-committee of the Future Directions Committee and a representative shall serve on the Future Directions Committee.

Program Study Committee

This committee consists of the Programming Vice President (chair), the past programming vice president, all program managers and three (3) state presidents. This committee reviews current programming areas and makes recommendations for changes.

Awards & Honors

Most officers, program managers and directors offer incentive programs to individual state and local members; these programs change from year to year. News about them is published in the "Today's Leader," on the website, in special mailings and vice president mailings and at national meetings. The following are national awards, listed in order of honor, given out annually. Please see their respective nomination form (if applicable) for more details on each award.

Ambassador Award

The Ambassador Award represents the highest recognition a member of the United States Women of Today can receive. A nominee must have been a member in the Women of Today for a minimum of five years in order to be eligible. The nomination should include many details about the accomplishments the nominee has had, use the letters to your advantage by including pertinent information on the impact this individual has had and avoid the use of flowery language, which tells little of accomplishments.

A chapter, district, region or state can submit nominations. The signature of the supervising officer at the level initiating the nomination is required (i.e., the local chapter president). If the nominee holds this position, then the next ranking officer should sign. State presidents will receive each ambassador nomination originating in their own state; the state president reviews the nomination and his/her signature on the form indicates approval of the nomination. Carefully consider each nomination. The nomination must be submitted to the USWT Ambassador President at least six (6) weeks prior to the requested date of presentation. The nomination form outlines all necessary information and must be retyped with the requested information in an outline format.

Any questions regarding this award or a nomination may be directed to the USWT Ambassador President.

Presidential Award of Excellence

The national president uses her discretion to select outstanding elected officers at each convention. This award is given to those officers that have gone above and beyond the call of duty to ensure a strong future for the Women of Today. There is no nomination form; however the national president accepts recommendations.

Programming Award of Excellence

The national president uses her discretion to select outstanding staff members at each convention. This award is given to the program managers or directors that have gone above and beyond the call of duty to ensure a strong future for the Women of Today. There is no nomination form; however the national president accepts recommendations.

Outstanding National Officer/Staff Member

The national president uses her discretion to recognize outstanding officer(s) and outstanding staff member(s) at Annual Convention with a plaque. The president takes into consideration what each officer and staff member has done and how much participation/activity was garnered due to their promotion. The officer and staff member chosen as the most outstanding of the year have really made a difference in their positions. There is no nomination form but any member can make recommendations to the national president.

Outstanding State President

The national president recognizes outstanding state presidents at the annual convention. It is up to her discretion on how many state presidents are recognized. Each award recipient receives a plaque. Each state president chosen has truly made a difference in her state, motivating her staff and members to be the best they can be, increasing membership, programming participation and being an innovator. There is no nomination form for this, but any member can make a recommendation to the national president if they feel a state president is deserving of this honor.

Outstanding Local and State Officers

Special year-end recognition is available to local and state officers. It is the responsibility of the state president to submit officers from his/her state for consideration. See the form for more details. Fifteen local and Fifteen state officers will be chosen as the most outstanding in the nation. There are a proportionate number of outstanding local and state officer awards given per state depending on membership numbers. The national president has final determination as to who will receive the award and how many are presented.

USWT Presidential Medallions

All Board of Director members are eligible to receive a medallion throughout the year. Medallions are given at each convention. There is not a nomination form, though anyone may make a recommendation to the president. The president uses her discretion to award medallions to those members of the board of directors who have done more than what is expected in their position.

USWT Presidential Pins

Seventy-five USWT Presidential Pins are awarded to members throughout the nation during each year. These pins recognize outstanding contributions and leadership in Women of Today. State presidents and national staff may nominate members to be recognized. All nominations should be as specific as possible; the national president does not know each person well enough to make a personal decision. Detailed information about the contributions the member has made is needed; list significant accomplishments and reasons why the member has made a lasting impact. The national president will give pins at national conventions, but may also present them upon request at state or other meetings. The national president has final determination as to who will receive the pins and the number of pins that are presented.

All American Chapter

The All American Chapter is a program designated to provide recognition for those Women of Today chapters who have planned and accomplished a well-rounded program of projects and activities. These chapters exemplify the USWT Creed. Accomplishments of these activities will help the chapter provide the opportunities of leadership training, community service, personal enrichment and fellowship for its members. The program is published at the beginning of the year; chapters have the entire year to complete it. Completed forms are to be mailed to the national president by the deadline date, usually May 1 of each year.

Outstanding Achievement in Programming

This award is set up to recognize those members who participate in all areas of programming offered by the United States Women of Today. Members that certify in the areas of Personal Development, STEP, Health & Wellness, participate in Domestic Violence Awareness, a program offered by the state (i.e., Ronald McDonald House, March of Dimes, American Cancer Society, etc.) and participate in a competition are eligible for this award and can send in the form to the USWT Programming Vice President.

US Founder's Charities

The US Founder's Charities was established in 1988 with its primary objective being that of service through charitable and educational avenues. It is a non-profit, publicly supported organization funded through voluntary contributions from individuals and corporations who support its programs. Through these programs, the US Founder's Charities hopes to bring about civic betterment and social improvement. It also promotes the goals and objectives of the United States Women of Today.

Education

The US Founder's Charities educates our members, as well as other individuals and organizations about the Women of Today organization though the use of mailings, Annual Reports, brochures, manuals, speakers and word of mouth.

Fundraising

- **Founder's Club** – any individual, chapter or state that donates $100 in a fiscal year can become a member of the Founder's Club. The first 100 members will be known as Charter Members. The $100 donations remain in a savings account, where the principal remains intact; only the interest earned from this account may be used.
- **Friends of the Foundation** – any individual, chapter or state donating an amount other than $100.
- **Curators of the Foundation** – any individual, chapter or state donating an amount other than $100.
- **Patrons of the Foundation -** – any individual, chapter or state donating an amount other than $100.

- **National Meeting Auctions** – Silent Auctions and/or Lucky Buck Auctions may be held at all national meetings. These funds are earmarked for a specific area such as speaker funds, chapter-grant funds, etc. Anyone can bid on the items.
- **Emphasis Month** – during the month of September, members are educated about the USWT Founder's Charities through mailings. During the month of March, members are encouraged to make donations.
    - **Grants** – funds that are usually solicited from companies are requested for specific programs or areas.

Benefits

- Assists with speaker expenses at national meetings.
- Sponsors the printing of chapter mailings, manuals and brochures.
- Purchases equipment for the US Women of Today, like a copy machine, slide projector, laptop for the national president, etc.
- Promotes strong public relations campaigns for chapters and states.
- **Chapter Grants –** a program whereby a chapter can apply for a grant ($500 or less) for a worthwhile project; the chapter must have a minimum donation of $100 to the US Founder's Charities prior to application.
- **Annual Scholarships –** awarded to members and their families for furthering education.