

## USWT Project Report Library

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Project Name	OPERATIONS MANUAL-State officers
Project Type	INTERNAL - OTHER
Project Purpose or Goal	Put together a STATE OPERATIONS MANUAL - for each state officer to have: with 81 pages of info on local/state/national information and 68 pages of all USWT and IAWT forms/certifications
Project Start Date	07/01/2022
Project Copletion Date	08/28/2022
Project Description	<p>TABLE OF CONTENTS 1 FORWARD (intro to OPS Manual) 2 US WOMEN OF TODAY HISTORY (including charter states) 3 IOWA WOMEN OF TODAY 4 USWT GENERAL INFORMATION (Including mission statement-creed-organizational facts) 5 . . . . Organizational structure; Trademark &amp; Logo guidelines; Logo usage; Emphasis months 6-7 US &amp; IOWA WOMEN OF TODAY PRESIDENTS 8 LEADERSHIP TREES: US WOMEN OF TODAY AND IOWA WT . . . .State &amp; National Officers: reporting list 9 ELECTIONS (campaign regulations; procedures; appointed offices 10 BID FOR STATE PHILANTHROPIC 11 WOMEN OF TODAY TERMINOLOGY 12-13 WOMEN OF TODAY ABBREVIATIONS 14 DUTIES OF STATE OFFICERS (President; Programming VP... 15 . . . .Secretary; Treasurer 16 . . . . Parliamentarian; Chair of the Board; Program Managers-Wellness &amp; Personal Development 17 . . . . PMS cont-Domestic Violence Awareness; State Philanthropic 17-19 . . . . Note for Program Managers (including: How to be a Program Manager) 20 WHAT IS AN IOWA WOMEN OF TODAY? (Protocol for members... 21 . . . . Duties of local officers (Local President. . . . 22 . . . . Local Chair of the Board; Local Programming VP; Local State Director 23 . . . . Local Secretary 24 . . . . Minutes of the meeting; Rules for writing minutes; 25 . . . .Dos and Don'ts in writing minutes; Local Treasurer 26 PLAN OF ACTIONS (developing chapter plan of actions... 27 . . . . Personal Plan of Action 28 (Treasurer) PREPARING A BUDGET 29 (Parliamentarian) PARLIAMENTARY PROCEDURE 30 . . . .Guidelines for Parliamentary Procedure; About your motion 31-32 . . . .Motions in order of precedence 33 . . . . Committee of the Whole 34 PARLIAMENTARY PROCEDURES AT A GLANCE (grid) 35-36 (Parliamentarian) SAMPLE BYLAWS 37-38 (Secretary) HOW TO PREPARE A NEWS RELEASE 38 MEMBERSHIP (R.O.A.R.: RECRUITMENT . . . . 39 . . . . Motivation; word</p>

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Number of Members	1
Budgeted Income	\$0.00
Budgeted Expense	\$0.00
Recommendations & Notes	This was the first time in nearly 8-9 years the Operation Manual was revised/updated and distributed to state officers as well as each chapter president.

Created: Apr 28, 2022 02:54 PM, IP: 65.128.24.50, By: Public