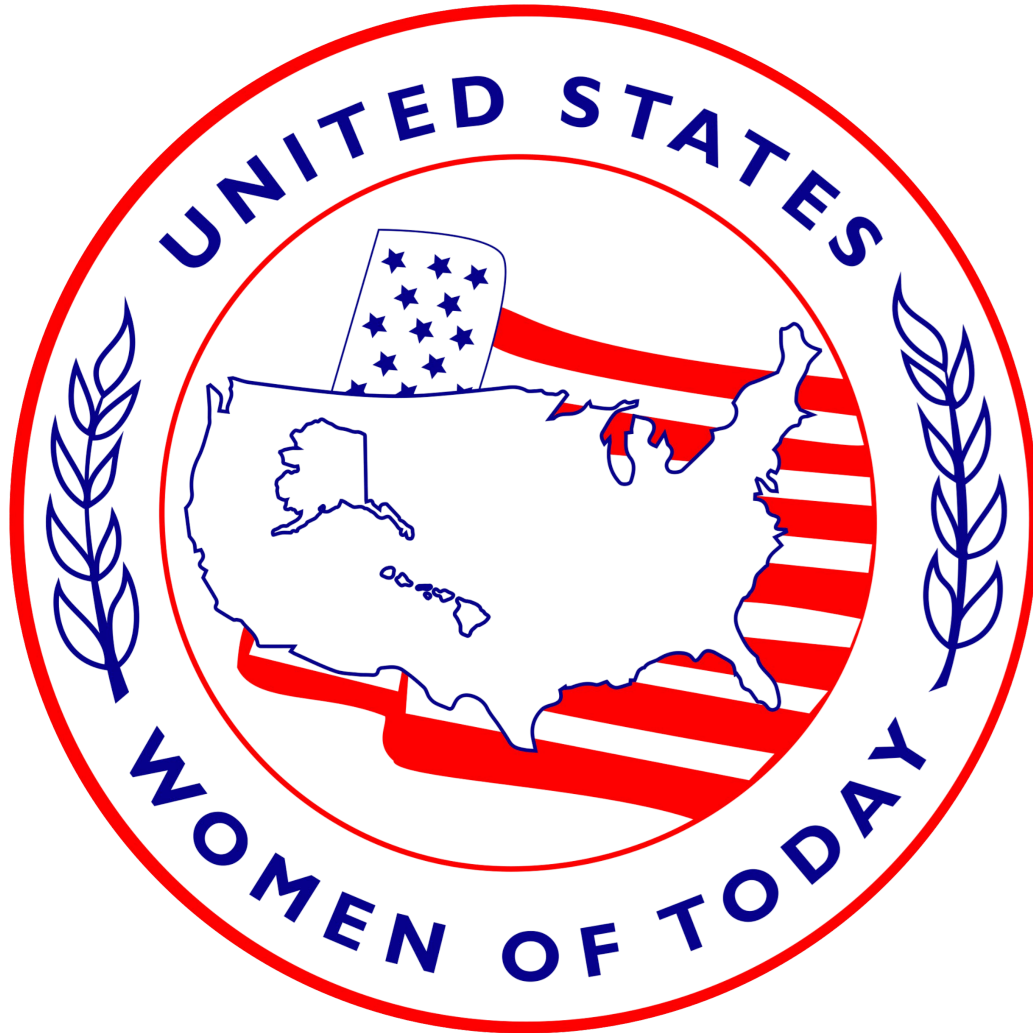


United States Women of Today Training Packet for States



This packet of materials is to be used by your state to train your incoming officers for the 2026-2027 year. In this packet, each national staff member has put together training information on their area. This information will inform your state officers of things which they can expect during the year and let the new officer know what we would like to see from your officer. Thank you for sharing this packet with your state staff members.

Mary Hansen, USWT President 2025-2026



2025-2026 United States Women of Today Training Packet

It is the time of year now when local and state elections take place. You have a very important part to play when your state elections are completed. I would like you to take this important training document, which has been provided by the USWT staff, from your year and make sure that the new officers get the part of it that pertains to them.

This training packet contains information for your state to use while training incoming state officers. Each national staff member has put together training information on their area for you to use when training your state officers, program managers and directors. **Please remember all certifications and forms can be submitted online.** Also, on the website, Member Resources page, we have a complete list of all the forms and where they can be found, many with links that can be utilized. I encourage you to utilize the information as it will assist in the communications between our states and national organization. Please also be sure to pass along the information to your chapters.

Please do not hesitate to contact any of the current national staff members and myself with any other help or assistance you may need in training your incoming officers, program managers and directors. We are here to help make this transition as easy as possible.

My staff and I are looking forward to seeing you all in Burnsville, Minnesota, for the annual national convention as we will be celebrating our successes for the year.

Please email me a list of your 2026-2027 state officers at president@uswomenoftoday.org prior to the convention. Please work with your outgoing state president to decide who will be providing this list to me. I will also be requesting this from your current state president. This will assist the new 2026-2027 incoming national staff in a smooth transition and to lessen any communication gaps. Thank you for your hard work and dedication this year and in joining myself and the USWT staff as we all shared the theme of "***Kindness is the Key to Friendship***".

In Friendship,

Mary Hansen

Mary Hansen
President 2025-2026
United States Women of Today



Forms & Additional Information

Forms and additional information may be found on the USWT Website at www.uswomenoftoday.org

You will find a complete listing of forms under Member Resources. The [USWT List of Forms](#) is a comprehensive list of forms, their location on the website and if an electronic form is available a link to that form.

State Information Packets for each Trimester can be found under the USWT Staff pages.

If you have trouble locating information on the website, please contact the USWT Webmaster for assistance at: webmaster@uswomenoftoday.org

New State Presidents

Email: president@uswomenoftoday.org

Congratulations on your position as the 2026-2027 state president. You will be a part of the 2026-2027 state president training at annual convention in Burnsville on **Friday June 12, 2026 from 7-8pm**. Please plan to attend as you will get much needed information during this training. Prior to the convention I would like to share some information with you to keep in the back of your mind to help you get a great start to your year as state president.

The United States Women of Today (USWT) has an [Operations Manual](#). This manual is a fantastic tool which tells of the operations of the USWT. The manual is looked at yearly and revised as needed. You will receive this manual at convention in Burnsville. It is also available on the USWT website and you can access it at any time. There are job duties in the manual for national, state and local presidents.

As a state president you are on the **USWT Board of Directors**. Board of Directors meetings are held at each convention, and you are a voting member. It is important that you pay attention to USWT matters as you are an important part of the decisions and direction of the USWT. Your first board of directors meeting will be on Saturday, June 13, at annual convention in Burnsville at 4:15pm. At that time, one of the things asked of you is to sign up for a committee. It is helpful if you know you are interested in a certain committee. The committees are Membership, Bylaw, Extensions, Finance, Future Directions, Marketing, Programming and Website. You will be on more than one committee so pick two to three that you would be interested in and let the National President know at that time. Committees will be assigned by the National President.

The National President will have a binder for you at the board of directors meeting. This binder will have a lot of information that you will find yourself referring to often throughout your year. Information included will be monthly report form, presidential pin nomination forms, yearly calendar, forms to fill out with information about yourself and one of the most important things will be the fast start. This is an important item that will help you get your year off to a great start, so be sure to complete it.

The USWT staff love to hear from the states, so please encourage your staff to communicate with their national counterparts. **As soon as your state and local elections are complete it is very important to share those officer rosters and state rosters with current National President Mary.** Please email them to President Mary in advance to president@uswomenoftoday.org and President Mary will be sure that the new National President gets them to include in the binders to be handed out that Saturday afternoon. I will also give this request to the 2025-2026 state president so please work with the outgoing president to determine who will provide this information to President Mary.

The USWT President will try to travel / attend each of your states this year so please get your favored date for her to visit to her early so that she may start to plan her calendar. She will ask you if you would like her to do trainings, forums, and pin presentations at your state meetings. She is there to assist you with your state presidents' duties, so utilize her, bounce ideas off her and ask for advice. It truly is one of the best parts of being the National President, being able to assist and work alongside each state president.

Again, if you have any questions about any of the above or anything else do not hesitate to contact the USWT staff as we are all here to help.

Chairman of the Board/Past President

Email: cob@uswomenoftoday.org

Even though you think that your role as a chairman of the board is small, compared to the other positions on your board, it is not! The chairman of the board role is so very important to your chapter. You are still a leader in your chapter.

One of your roles is to **mentor your new president** and guide her through her year. Yes, she is the person who is now in charge, but she is looking to you for guidance and the knowledge that you have built over the years. There are many definitions of mentor, and one is “an experienced and trusted advisor.” You are there to help her with your experience, but not necessarily provide her with the answer to a problem which she may be having. It is a good idea as a mentor to check in with her to see if she has questions, gently remind her if she has forgotten something or just ask if she needs assistance.

In many chapters the chairman of the board will act as your chapter’s **parliamentarian**. As the chapter parliamentarian, your job will be to help make meetings more productive, timely and efficient by being alert and assisting with parliamentary procedure during the meetings. Keeping committee work out of the meetings is one way to do this. Another duty that the parliamentarian has in a chapter is to complete a review of your chapter’s bylaws and policies. A great way to do this is to invite your whole chapter and send out the current bylaws and policies ahead of time so that the review is done with many eyes. Different eyes will see different things that may or may not need to be changed or updated.

In many chapters, the chairman of the board is the person who is in charge of chapter **elections**. Check your bylaws and policies to see when elections take place in your chapter. Prior to that time, it is a good idea to be alert and have some ideas about who would enjoy taking on a leadership role in your chapter. As the months of the year go on, you will begin to note those chapter members who would do well in a leadership position in your chapter. You might ask them if this is something that they have on their mind for their future. Enlist the help of your chapter board to encourage members to take the next step into leadership. Check your bylaws and policies to see when your chapter elections take place. Most chapter elections take place in February, March, and April. It is best not to wait until that time to look for officers for the new year. Someone may not even think about this until you mention that they would do a nice job, or you ask them if they might have an interest in a leadership role on your chapter board.

You should also think about your own next steps in the Women of Today. Do you aspire to taking on a position in your district, your region, your state or maybe even some day on the United States Women of Today board? Now is the time to think about all of that. Not only of your chapter members futures, but your own. Now that you have served your chapter, you might think about moving on as an officer at a higher level than your own chapter. You might also want to encourage other past presidents in your chapter to do the same. Check it out. You may enjoy serving at a higher level of the organization. Many people who do serve at higher levels have no idea they want to do this at the start of their Women of Today years.

Sometimes it takes a conscious thought about it. So, while you are asking your chapter members about this, ask yourself also. You will be glad you asked.

Good Luck in your year as your chapters' chairman of the board. There are always many others who have come before you and you can ask any questions you may have. And one day, you will be the one who has come before, and you also will be that person who can answer questions.

Parliamentarian

Email: parli@uswomenoftoday.org

Your role as Parliamentarian is critical to the success of national, state, and local chapters. Although this position may seem as though it operates quietly in the background, it is essential to maintaining order, fairness, and integrity in all proceedings. As Parliamentarian, you serve as the guiding authority on rules and procedures, ensuring that meetings run smoothly and that decisions are made in accordance with established bylaws. Your knowledge and attention to detail help foster productive discussions, protect members' rights, and uphold the organization's standards, making your contribution both foundational and invaluable.

Parliamentarian

- Advise the president and national membership on matters of parliamentary procedure.
- 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 meetings.
- Keep a copy of the bylaws and policies with you at all national meetings for reference.
- Give staff reports at all Board of Directors meetings.
- Provide a monthly report to the president.
- Give reports at all membership meetings.

National Parliamentarian

- 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.
- Provide communication each trimester with the state contacts.
- Review the bylaws and policies of the member states and chapters as requested.

State Parliamentarian

- 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.
- Provide communication each trimester with the local contacts.

Local Parliamentarian

- Review the local bylaws and policies annually.

Reference Material

- Robert's Rules of Order Newly Revised 12th Edition

Membership Vice President

Email: mvp@uswomenoftoday.org

Congratulations on taking the position of State or Local Membership Vice President. Below are the following different things that you as State Membership Vice President are responsible for:

Responsible for the promotion of membership

1. Promote the National Membership Vice President challenges for the state and local levels.
2. Promote the USWT Membership Recognition Program.
3. Promote state membership challenges and recognition program; provide recognition for meeting these challenges and requirements
4. Encourage chapter membership nights. There are membership events online for your chapters to utilize. They are located on the USWT website under the membership page.

State Informational Packets

1. State Information Packets are sent out at the beginning of each Trimester.

National Website

1. The National Website for the Membership Vice President has a manual on there for you to use with some great information in it. Also on the website will be other information such as challenges, SIP packets, membership nights, and membership forms.
2. The USWT List of Forms is also on the website which includes lots of great information. Below are two membership forms you will find.
 - a. **Fellowship Builders Award:** The Fellowship Builder Award will be given to those chapters that take Friendship Day a step further by holding three more events during the year. These events are meant to be social, to encourage our members to get to know each other a little better and to have fun in the process. These events are not fundraisers, nor are they orientations or personal enrichment courses. They are meant for you, our chapter members, to have just a little more fun in Women of Today. Recognition will be distributed at the Annual Convention. This is due no later than May 1 to the USWT MVP.
 - b. **One a month club:** When a chapter signs one new member each month in a trimester.

Responsible for membership record keeping for state and local

1. Keep the figures for the state and local level
2. Mail in dues billing to the local chapters
3. Ask each chapter to look over their roster and if there is anything not correct, they should make the correction on the form which is found online.
4. Submit renewals and new membership adds to the USWT Membership Vice President by the deadline.
5. Send in your checks with the submission on a timely matter before the due date.

New Members Adds Due date

1. Submit your new member adds the month you sign them; they are due postmarked the first of every month. Example: if you sign a member in September then you need to turn them in postmarked by October 1st to the USWT MVP. If you wait and turn them in the end of the trimester, then that becomes a different date they signed up.

Membership Dues Dates

1. Trimester dues need to be sent to the USWT MVP no later than September 1st, January 2nd and May 1st. Please allow time for mailing as the USPS has changed the method in which they postmark materials. Unless you take the item to the post office and request a postmark on the date, the item will be postmarked when it is processed at the processing facility. It is so important to remember those dates and make sure they are mailed before those dates. Start working on your state renewals early. If renewals are sent past the due date to the MVP, a \$50.00 late fee will be charged to that state.
2. There is a very strict turnaround time to get dues in so the person doing the dues billing can get the next trimester dues billings sent out. Please have renewals in on time.

Provide training and educational material to the local membership contacts

1. Submit articles to the state newsletter. Send out newsletters to membership contacts.
2. Report at all state meetings and hold training sessions at the state meetings.

National Membership Newsletter

1. The USWT Membership Vice President will send out a trimester membership team newsletter. This is sent out the beginning of each trimester. The National PR and Extension Directors will include information to the newsletter. The newsletter will provide lots of challenges, training and reminders.

Recognize members with awards for outstanding Achievements

Communication

1. Monthly Membership reports: you are responsible for communicating to the USWT MVP about what is going on in your state. This is a good time to let her know if you need help with anything in the membership area
2. The USWT MVP will also be emailing and phone calling you on a continuous basis to see how things are going if you need anything.
3. Provide communication at least every trimester with your local contacts and report that to the USWT MVP.

Provide a monthly report to the State president and the USWT MVP

If you need anything throughout your year, please know that the USWT MVP is here to help you. Make the most of your year and have fun

Extension Director

Email: extensions@uswomenoftoday.org

An Extension is the process of starting a new chapter in a nearby city or state. If you are considering an extension, there is support for you from the National Extensions Director.

Follow the steps below:

1. Contact your national and state Extensions Director.
2. Look on the website at www.uswomenoftoday.org for extension guides, media kit information, and intent to extend form.
3. Complete the intent to extend form and send it to your state and national Extensions Director.

The Extensions Director will have various promotions throughout the year and per trimester. Please read the promotions and share with your state, chapters, and extension teams. There will be a fast start that will be included in the first State Information Packet (SIP) and/or the first newsletter. State extension directors should receive emails/phone calls periodically throughout the year from national staff.

The USWT Membership Vice President will send out a trimester Membership team newsletter at the beginning of each trimester. The National Extensions Director and Public Relations Director will also include information in this letter. The letter provides lots of challenges, training, reminders of due dates, etc. Share this information with your state, chapters, and extension teams.

Public Relations Director

Email: pr@uswomenoftoday.org

Check out the USWT Operations Manual on the USWT Website (www.uswomenoftoday.org) listed under “Other Manuals & Forms” on page 14. This describes exactly what is expected in the area of Public Relations. It is also a great source for promoting other areas within the Women of Today organization.

Public Relations tracks these specific events, and the corresponding form should be sent to the USWT Public Relations:

- Founder’s Day (July 1)
- Women of Today Week (The last full week in September)
- Buckets of Sunshine (Volunteer Hours & Money are tracked)
- Shout Out with Public Relations form that covers Founder's Day, Women of Today week, Make a Difference Day, and Volunteer Week/Random Act of Kindness Day.

Buckets of Sunshine projects are a great way to promote your chapter, serve your community and help those in need. But did you know it helps the organization? By tracking our donations of time and money, we can see what a big impact we have made on our community. And that is why it is so important to send in those Buckets of Sunshine report forms. At the Year-End Convention, we always have a DVA Buckets of Sunshine project. Please support us by sending your donations to the Year- End Convention.

Public Relations is all about promoting your chapter; your brochures, press releases, website & newsletter articles and social media! Send in your creative, successful promotions of your events to the Public Relations Director.

Send photos of your events; show off the smiling faces of your chapter, post on your websites and social media pages. This will attract new members. These visual reminders really show the faces of our organization; why we volunteer; our passion and dedication.

The USWT Membership Vice President will send out a trimester Membership team newsletter that is sent out the beginning of each trimester. The National Extension Director and Public Relations Director will also include information in this letter. The letter provides lots of challenges, training, reminders of due dates and much more.

Programming Vice President

Email: pvp@uswomenoftoday.org

The Programming Areas are a multi-faceted part of our organization. On the national level, there are Program Managers that are responsible for the Wellness and Personal Development and DVA (Domestic Violence Awareness) areas. The Programming Vice President (PVP) oversees these program managers.

A key tool for you to use is that of the PVP manual. This should be in your PVP files and can also be found on the USWT website at www.uswomenoftoday.org under USWT Staff on the *Programming VP* page. As the PVP you are a mentor to the program managers in your state/chapter and encouraged to pass along communications from the USWT PVP and the programming team for them to share and promote with the members. You would also potentially collect Community Connection reports and Outstanding Achievement in Programming (OAP) certifications and send them to the USWT PVP each trimester.

Project Library: This library replaced the individual submissions of the Project Recognition Reports. The library serves as a place all USWT members/chapters/states can look for ideas of new projects to implement. The index will include all areas to index the projects (Internal, Ways and Means, Community Involvement and Chapter publications). All project submissions should be sent to the current USWT PVP using the email pvp@uswomenoftoday.org. They will then be reviewed by her and the program study committee prior to being uploaded to the website. The PVP will ensure that no duplication of projects will be posted and will archive them and list them on a spreadsheet that will be kept each year with the current PVP. I have included the report form in this mailing, and it is also available online.

The **Outstanding Achievement in Programming** is a big part of the programming area that reinforces participation in all the programming areas. It is a great tool in recruiting and retaining our members. These certifications are due by May 1st but are encouraged to be sent in throughout the year. The PVP is responsible for promoting this certification and help to educate members on the requirements for this. Below are the items needed to complete the certification. The form is available online and in this mailing.

- Wellness and Personal Development (Date Completed)
- Name and date of project chaired or co-chaired
- Name and date of a program participated in involving Domestic Violence Awareness
- Name and date of a service, educational or fundraising project participated in that was offered in your chapter or state
- Participate in one competition on the State or National Level. This includes Speaking or Writing at Mid or Year-end Entries

The [Community Connections](#) (CC) report form is a tool used to track the donations, time, funds raised and events that the chapters and states are doing in their communities. This report can be found online on the programming page on the USWT website and is usually sent out from the USWT PVP. As our creed states, "We...are dedicated to serving our community and nation," this form aids in the process of sharing with all USWT members and is used to promote Women of Today and all that we do for our communities. The report is to be sent in each trimester with the final deadline of May 15th for the year.

Domestic Violence Awareness (DVA) Program Manager

Email: dva@uswomenoftoday.org

This position promotes the priority area of Domestic Violence Awareness for the members. A valuable tool is the USWT DVA Operations Manual. It is there that you will find the job duties of the Local Program Manager, the State Program Manager and the USWT Program Manager.

The USWT DVA Program Manager (your national contact) will have a Fast Start for you to complete at the beginning of the year. Please complete this. This will help you get to know your USWT DVA Program Manager and get you off to a good start for your year!

The area of DVA has a specific transmittal form that should be filled out each time a chapter or state holds any type of fundraiser, educational program, or an in-kind donation is made. The form can be found on the website.

- [DVA Electronic Transmittal Form](#)
- It is recommended that you use the electronic submission DVA transmittal form found on the website. The transmittal form is a fillable form. Fill it out and click send. It will go to the DVA PM and a copy will be sent to you.
- If utilizing the PDF Form, email the completed transmittal form to the National DVA Program Manager dva@uswomenoftoday.org
- If a chapter forgets to turn in their form during the trimester that event was held, it can still be sent in to count for year end.
- Transmittal forms should be filled out throughout the year with the final deadline of May 1st.
- The hours spent doing fundraising, reading informational materials, having speakers come into a meeting, or making any kind of donation needs to be reported so that we have an accurate number to report at the end of each year.
- We count volunteer hours and donation amounts. When filling out the transmittal form, please count the number of hours each participant accrues.
- For example, if 5 members go to a DVA shelter for a two-hour tour, each member counts as two hours (plus travel time to and from the event) for a total of ten hours plus travel time.
- Report only in half hour increments. Also, if items are donated instead of money.
- Visit the DVA Program Manager page on the USWT website for information including challenges, transmittal forms, and the DVA manual.
- It is recommended that each chapter and state use social media to promote DVA.
- The National Resource Center on Domestic Violence is an excellent resource to use <https://nrcdv.org/>

Wellness & Personal Development Program Manger

Email: wpd@uswomenoftoday.org

The Wellness & Personal Development area helps members grow in their leadership abilities and their personal life. The National Wellness & Personal Development Program Manager has a page on the website where news articles, challenges, and other information is posted.

❖ United States Women of Today website is located at www.uswomenoftoday.org

- Job duties of a Local Program Manager, State Program Manager, and the USWT Program Manager are listed within the national website.

Training points to make note of for both local and state position:

- Review the Bylaws and Policies for the job duties and expectations.
- Due dates for Wellness & Personal Development Program Manager reports are due on September 1st, January 2nd, and May 1st for each trimester. Keep track of your certifications each trimester
- Emphasis months for Wellness & Personal Development September, January, and May.

Wellness & Personal Development Certification:

- New and improved form is found on the USWT website; this is encouraged to be used. A paper form is attached to this training.
- Encourage the chapter managers to hold a certification night. Encourage managers to hold challenges for their chapters and members several times throughout each trimester.

Effective Speaking and Writing Competitions:

- Promote competitions which are impromptu speaking and effective writing.
- Promote by creating a theme and advertising via emailing the contacts, using the Facebook USWT Programming page, USWT Facebook page (prior approval needed) and the USWT website; include this in your State Information Packet (SIP).

Fast Start

- Done at the beginning of the year. It is encouraged to complete fast starts as it will jump start the programming goals.
- Fast Start forms are located on the USWT website.

State Information Packet:

- This packet includes your theme, challenges, and opportunities for incentives.
- The Wellness & Personal Development Program Manager will have special events that they will promote for the trimester or year.

Treasurer

CHECKLIST FOR YEAR-END PROCEDURES

As your year as Treasurer ends, you will want to make sure that certain procedures are done, and all the books and accounts are in order. Listed below are some of the items you will want to pay special attention to:

- _____ Make sure all income has been deposited and bills are paid.
- _____ Bring your checkbook up to date. Make sure all bank statements are reconciled. Balance
- _____ your cash receipts and disbursements journal. Make sure the ending balance agrees with your checkbook.
- _____ If you have a savings account, make sure all transactions, including interest, have been recorded in your passbook.
- _____ Prepare a year-end financial report showing budgeted and actual amounts and the differences. If no budget was prepared, then prepare a year-end financial report showing the beginning cash balance, all revenues, all expenditures and ending cash balance.
- _____ Schedule a review of your books for the year. Check your state (chapter) policies for who should conduct the audit. This will provide assurance to you and your chapter that the books are turned over to your successor in “mint” condition.
- _____ Make provisions with your bank to get your bank signature card updated for the new officers. Your checks should have two signatures – the treasurer’s and the president’s. It is a good idea to have a third name on the signature card, in the event that the president or treasurer is out of town and a bill must be paid.
- _____ With the assistance of your board and new treasurer, prepare a budget for the upcoming year. This should be approved by your state membership (chapter) and be ready early in the new year.

CHECKLIST OF ITEMS THAT SHOULD BE DONE TO START THE NEW YEAR

- _____ Sign bank signature card
- _____ Set new year budget (done with the assistance of the board) Have
- _____ chapter approve budget
- _____ Review records with new treasurer
- _____ Train new treasurer

The next 2 pages consist of some training hints/job description for the treasurer. Please feel free to contact me if you have questions about getting your books in order for next year or any questions you may have in getting this year completed.

Treasurer

Email: treasurer@uswomenoftoday.org

GETTING STARTED:

- A. Read your bylaws and policies so you know what is expected.

REVIEW JOB DESCRIPTION

- A. Collect dues, deposit money, pay bills, keep record books, file tax forms, watch budget
- B. Monthly: maintain bank account, reconcile bank statement, deposits, pay bills, prepare monthly treasurer's report, send dues for new members (check with MVP to see who is doing this)
- C. Annually: prepare budget with board, sales tax return, 990 if needed, submit year-end report

CHECKING AND/OR SAVINGS ACCOUNTS:

- A. Strongly recommend 2 signatures on each check (usually treasurer and president)
- B. At least three members should be authorized check signers
 - 1. This allows for someone being gone or sick
 - 2. Only authorized signers can access the account, transfer funds, etc.
 - 3. In extreme cases, YOU MUST have more than one person able to access your funds
- C. NOT a good practice for one person to pre-sign blank checks. Checks should be made out to a payee and with an amount before being signed by the second person.
- D. Suggested that both a checking and savings account be maintained.
 - 1. Keep enough money to cover 1- or 2-months expenses in the checking.
 - 2. Balance including "designated" money should be in an interest-bearing savings account.
 - 3. Should have 2 signers on the savings account for the reasons stated above.
- E. Checking and Savings statements MUST be reconciled monthly before reports are given to the chapter/district.
 - 1. Bank statements should be available to the membership at any time. (This is a safeguard and protection for the treasurer)

TREASURER REPORT:

- A. The treasurer report should be available to all members at meetings and in newsletter
- B. It should include beginning and ending balances for the period
- C. Also include details of activity (income and expenses) for the period
- D. A short oral report should be given at meetings

DUTIES AS PART OF THE BOARD:

- A. You are the financial advisor
- B. Be prepared to advise at meetings on how much money is available for extra projects or donations that may not be in your budget.
- C. This is budget monitoring or cash flow:
 - 1. look ahead to what checks will need to be written
 - 2. when is your next fundraising project
 - 3. Is your checkbook balance enough to cover the checks you will need to write before your next fundraiser?
 - a. If yes, you have sufficient funds, and the excess could be used for additional projects.
 - b. If not, you need to look at holding an additional fundraiser or cutting expenses.

RECORD KEEPING

- A. Use a spreadsheet or accounting software to track your income and expenses.

DUES

- A. Determine who is responsible for collection and payment of dues – usually treasurer
 - 1. Contact renewals prior to due date
- B. Dues = State \$____; National \$5
- C. New Member additions are due monthly
- D. Renewals are due each trimester before the last date of the trimester

BUDGETS

- A. Prepared by treasurer and board
- B. Include budget in chapter's mid-year review process. Budget can be adjusted if necessary.
- C. A year-end review should be performed by a committee of (suggested) 3 members, not outgoing treasurer

RECORDKEEPING:

- A. Keep for 3 years
 - 1. deposit slips and bank statements
- B. Keep 8 years
 - 1. checks and withdrawal slips
- C. Keep permanently
 - 1. checks written for taxes
 - 2. ledgers, journals and check registers
 - 3. treasurer's reports kept in chapter's permanent file
- D. Chapter permanent files
 - 1. Sales tax and income tax papers
 - 2. Federal ID number (copy in treasurer's files)
 - 3. State sales tax ID number (copy in treasurer's files)
 - 4. Recognition of tax exemption
 - 5. Tax returns
 - 6. Sales tax permit/ID number
 - 7. Articles of Incorporation
 - 8. Annual Registration

ADDITIONAL TRAINING:

- A. Contact the Treasurer anytime:
e-mail: treasurer@uswomenoftoday.org

Secretary

Email: secretary@uswomenoftoday.org

No other office is more important to the smooth functioning of your organization than the secretary. The work of the secretary is absolutely essential, and it takes a special person to do it correctly and do it well – not because the work is difficult, but because it's so important.

Dependability, organization, and the ability to refrain from editorializing are the key attributes of a successful secretary.

Under Robert's Rules, a secretary's job description includes the following duties:

- Take minutes at all meetings and submit them for approval to the membership at the following meeting. Minutes are the record of the proceedings in your meetings and become official when approved.
- Serve as custodian of your organization's records (except records specifically assigned to other officers), including minutes; reports of officers, boards, and committees; and official correspondence.
- Make the organization's records available to members, in accordance with your rules.
- Issue the notice (or call) of meetings and serve as a correspondence secretary unless a separate position is established for that function.
- Prepare the order of business for the presiding officer, showing everything known to be up for consideration at the meeting.

If you're the secretary, don't wear yourself out trying to write (into the minutes) everything everybody says in meetings. In fact, it's improper to do that. It boils down to this: Minutes are the record of what is done in the meeting, NOT what is said.

Helpful Hints to Having Useful Minutes

1. Type your minutes as soon as possible. You will be surprised how quickly we forget what our scribbles really mean.
2. Ask for written reports!
3. Make sure your minutes answer who, what, where when and why.
4. Be brief and concise. Minutes should record decisions made and actions taken – not what is said.
5. Record events in the past tense.
6. Publish your minutes in your chapter/district newsletter.
7. Side margins should be wide enough to allow room for corrections.
8. When changes are made to the minutes, they are recorded in the margins next to the incorrect item.
9. It is not necessary to make a motion to accept the minutes. Minutes are approved by the membership, either as written or with noted corrections/additions.
10. Minutes should contain:
 - a. Name, date, place and type of meeting
 - b. Time convened and adjourned
 - c. Attendance list
 - d. Whether a quorum is present. Refer to your bylaws for what constitutes a quorum.

- e. Treasurer's report of account balances
 - f. Action taken on items of business
 - g. Information on projects such as date, programming area, number of members participating, dollars raised and to whom donated, and service hours.
11. If the membership does not want something in the minutes, there are two ways to do this:
- a. A member can move "to enter into a committee of the whole" until the particular item is through being discussed.
 - b. A member can move "to strike from the minutes an item that was already discussed."
12. Remember, minutes are factual recordings of any action taken. Be certain that you listen closely and are clear on what was discussed.
13. Use Motion slips to help with the accuracy of minutes.
- a. [Printable PDF Motion Slip](#)

Check out this guide for more tips!

- [Secretary – How to be the Best Secretary](#)

Newsletter Editor Training

An informed member is more likely to be an active member. A newsletter can be a great device not only for your members, but as a public relations tool as well.

Some newsletter tips:

- Include a calendar of events
- New member welcome
- Member personals
- Introduction of officers
- Project reports
- Dates & locations of meetings
- Article about state & national programming areas
- Humor in good taste
- Pictures

Don't overload the pages and, for personal safety, do not include member's personal information such as home address, phone number or birthdate if your newsletter will be published on your website or distributed outside your chapter.

Check out this guide for more tips!

- [Newsletter Editor – How to be the Best Newsletter Editor](#)
- [How does your Newsletter Rate?](#)

USWT Committees

Bylaw Review Committee: Chair: Parliamentarian

This committee consists of the Parliamentarian, past Parliamentarian and three 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: Chair: Chairman of the Board

This committee consists of the Chairman of the Board and four other members appointed by the chairman. They meet at Mid-Year Meeting for the purpose of reviewing election 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. This caucus will allow convention attendees to hear the viewpoints of all candidates.

Finance Committee: Chair: Treasurer

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

Membership Committee: Chair: Membership Vice President

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

Extensions Committee: Chair: Extensions Director

This committee consists of the Extensions Director and ten 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 subcommittee of the Membership Committee.

Future Directions Committee: Chair: Chairman of the Board

This committee consists of the Chairman of the Board, one executive committee member, three state presidents and five 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: Chair: Public Relations Director

This committee consists of the Public Relations Director, immediate past public relations director, the Chairman of the Board. A minimum of six 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 a final decision and approval of the convention Buckets of Sunshine. This committee is a subcommittee of the Future Directions

Committee, and a representative shall serve on the Future Directions Committee.

Program Study Committee: Chair: Programming Vice President

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

Materials Review Committee: Chair: Chairman of the Board

Shall consist of the Chairman of the Board and three people appointed by the President. They shall maintain a list of current materials, monitor reviews, and make recommendations for updates to the Future Directions committee. They shall review proposed publications and make recommendations to the Executive Committee.

External Bid Process Review Committee: Chair: Programming Vice President

This committee consists of the Programming Vice President and at least six volunteers which may include the following: past Programming Vice Presidents, past External Program Managers and past National Presidents. The external area and guidelines shall be reviewed every three years, starting in June 2012.

For more information about national committees, please check out the website at www.uswomenoftoday.org and the US Women of Today Policies. Any member can attend committee meetings, which are generally held at USWT Mid-Year and Annual conventions. If you are interested in being on a committee, please check out the website for more details.

US Founders Charities

The US Founders 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 Charities hope to bring about civic betterment and social improvement. It also promotes the goals and objectives of the United States Women of Today.

Benefits

- Assists with speaker expenses at national meetings.
- Sponsors the printing of chapter mailings, manuals, and brochures
- 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 made a minimum donation of \$100 to the Charities prior to application.
- **Annual Scholarships:** awarded to members of more than one year for furthering education.

Interested in Earning a Chapter Grant or Individual Scholarship?

It's that time again to think about applying for a Chapter Grant or Scholarship through the US Founders Charities. Each application is evaluated on whether the applicant meets the criteria. It is not a competitive process, rather an application is considered for its own merits and value. Check it out – you or your chapter might qualify for some funding!

The chapter grant and scholarship application form can be found at www.uswomenoftoday.org, then select the US Founders Charities page. The complete guidelines are listed on the back of each application form. Following is a short summary of the criteria.

- Chapter grants require that the chapter must have made a donation of at least \$100 within one fiscal year of the grant application. Contributions can be made with a pledge form that is also available on the website.
- Grants are awarded in various amounts based on the merit of the project and funds available.
- Scholarships are awarded in the amount of \$250 and given to members who have been out of high school more than five years and are seeking to further their education.
- Application forms must be completed in full and must include all information requested on the form and in the guidelines.
- Application forms must be received by May 15th to qualify for an award at Annual Convention in June.
- Those members receiving a scholarship must provide verification of schooling before scholarship funds are released.
- Those chapters receiving a grant will be required to provide a follow-up report on their project and the use of the grant funds.

Grant and scholarship applications should be sent to the US Founders Charities Vice President by May 15th (for scholarship) and by September 15th or May 15th for chapter grants. For more information, visit the Founders Charities page on the website (www.uswomenoftoday.org).