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**CANADIAN FEDERATION OF UNIVERSITY WOMEN**

**OWEN SOUND AND AREA**

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**POLICY & PROCEDURAL MANUAL**

**2021**

## **TABLE OF CONTENTS**

<b>GENERAL PURPOSE STATEMENT</b>	<b>4</b>
<b>ADVOCACY</b>	<b>5</b>
THE DEVELOPMENT OF RESOLUTIONS	5
ANNUAL RESOLUTION REVIEW	6
ISSUES GROUP AND ADVOCACY COMMITTEE	7
<b>GOVERNANCE—EXECUTIVE</b>	<b>8</b>
TERMS OF OFFICE	8
MINUTES OF EXECUTIVE MEETINGS	8
JOB DESCRIPTIONS	9
ARCHIVES	9
<b>COMMITTEES/COORDINATORS AND INTEREST GROUPS</b>	<b>10</b>
INTEREST GROUPS	10
COMMITTEES/COORDINATORS	10
<b>FINANCES</b>	<b>12</b>
<b>MEETINGS</b>	<b>13</b>
GENERAL MEETINGS	13
FORMAT OF MEETING AGENDA	13
GENERAL MEETING MINUTES	13
GUESTS	13
ANNOUNCEMENTS	14
INCLEMENT WEATHER	14
ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES	14
ANNUAL GENERAL MEETING	14
ANNUAL GENERAL MEETING REPORTS	15
SPECIAL RECOGNITION AT THE ANNUAL MEETING	15
<i>Criteria</i>	15
NATIONAL AND PROVINCIAL ANNUAL GENERAL MEETINGS	16
FALL REGIONAL GATHERINGS	16
<b>MEMBERSHIP</b>	<b>17</b>
MEMBERSHIP CATEGORIES	17
MEMBERSHIP DUES	17
REGISTRATION	17
MEMBERSHIP LISTING	18
<b>COMMUNICATIONS</b>	<b>19</b>
NEWSLETTER	19
WEBSITE	19
DIRECT EMAIL	19
ZOOM MEETINGS	20
SOCIAL MEDIA	20
CFUW OWEN SOUND AND AREA SOCIAL MEDIA POLICY	20
<i>Purpose</i>	20
<i>Goals</i>	20
<i>The Context</i>	21
<i>General Guidelines</i>	21
<i>Social Media Policy Expectations</i>	21
<b>OUTREACH</b>	<b>23</b>
DEFINITION	23
FREQUENCY OF THE EVENT	23

ACCOUNTABILITY	23
FINANCING	24
JOINT VENTURES	24
COMPOSITION AND DUTIES OF THE OUTREACH COMMITTEE	24
SPECIAL PROJECTS	25
<b>PROGRAM</b>	<b>26</b>
DEFINITION	26
RESPONSIBILITIES	26
BROCHURES	27
VENUES	27
ACCOUNTABILITY	27
HONORARIA	27
CANCELLED EVENTS	27
<b>PRIVACY</b>	<b>28</b>
<b>RISK MANAGEMENT</b>	<b>29</b>
ALCOHOL	29
BUS TRIPS	29
<b>SCHOLARSHIP PROGRAM</b>	<b>30</b>
COMMUNITY FOUNDATION GREY BRUCE	30
MANAGEMENT	31
<b>APPENDICES</b>	<b>32</b>
JOB DESCRIPTIONS	32
APPENDIX A	32
<i>President</i>	32
APPENDIX B	33
<i>Vice-President</i>	33
APPENDIX C	34
<i>Program Committee Chair</i>	34
APPENDIX D	34
<i>Treasurer</i>	34
APPENDIX E	35
<i>Secretary</i>	35
APPENDIX F	35
<i>Past President</i>	35
APPENDIX G	36
<i>Membership Coordinator</i>	36
APPENDIX H	37
<i>Scholarship Coordinator</i>	37
APPENDIX I	38
<i>Newsletter Coordinator</i>	38
APPENDIX J	39
<i>Archivist</i>	39
APPENDIX K	39
<i>Website Coordinator</i>	39
APPENDIX L	40
<i>Social Media Committee Coordinator</i>	40
<b>INDEX</b>	<b>41</b>

## **GENERAL PURPOSE STATEMENT**

The Policy and Procedural Manual was initially developed by the Executive Committee and adopted by the membership in 2011. The purpose of this manual is to provide the CFUW Owen Sound and Area Club members and executive with a concise and easy to understand description of policies and procedures that are consistent and relevant to the operations of the Club. The manual is also a compilation of decisions that have been made by the Executive Committee, and then communicated to the membership of the Club.

The Club's official name is "Canadian Federation of University Women, Owen Sound and Area" and it is part of the "four Club" Ontario Huron District. These Clubs include Orangeville and District, Southport, and Kincardine. For the purpose of this document, the name will hereafter be noted as the "Club".

The manual will be formally reviewed and revised as necessary by the Executive Committee every two years. This will occur after the completion of the program year. On an on-going basis, adjustments will be made as a result of motions passed at Executive Committee or general meetings. Any updates to the manual will be posted to the Club's website and available to any member on a continual basis. An updated manual will be distributed by the President to the Executive Committee at the commencement of the new program year.

## **ADVOCACY**

The CFUW Guidelines for Advocacy, 2011, state: “Advocacy is about influencing peoples and institutions, particularly decision-makers (political, corporate, or organization) and the general public to support a cause or course of action. It’s about change!”

In addition, and as stated in the CFUW National Policy, the mandate of CFUW is “to advocate for a better world for women in terms of women’s equality, improving the status of women and girls in the areas of education, peace, justice and human rights”.

CFUW National or one of the Provincial Councils will ask Clubs and/or individual club members to participate in campaigns that will place pressure on local politicians to pass or oppose certain legislation, get an issue on their agenda, and/or raise public awareness about certain issues. Further, an individual club or club members are able to bring forth issues of concern that may exist within the local community. It is imperative that these advocacy issues should reflect the mission and purpose of the CFUW. An advocacy undertaking put forth to national or provincial organizations must be authorized by the Club Executive.

The topic of advocacy and/or advocacy issues will be included on each agenda of the Executive Committee meetings and the executive will assume the assignment of any related tasks.

For further information, please refer to CFUW National advocacy resources located here:

[https://cfuadmin.org/take\\_action/advocacy-101/](https://cfuadmin.org/take_action/advocacy-101/)

### **The Development of Resolutions**

Resolutions form the framework for the National and/or Provincial CFUW’s action and advocacy. They are developed annually by CFUW Clubs across Canada on issues of concern. The issues are researched and proposed by an individual club or national committees, then sent to each Club for their review.

Members of the Club are encouraged to consider, research, and participate in the development of resolutions. Any resolutions developed will be considered by the Club Executive. Upon approval by the Club membership of a resolution created within the Club, the resolution will be forwarded to the national organization.

A detailed reference on resolutions is found at: [https://cfuadmin.org/take\\_action/schedule-for-resolutions/](https://cfuadmin.org/take_action/schedule-for-resolutions/)

That resource provides a summary of the process and significant due dates for the development of a resolution in Appendix B, as follows:

## Summary of Process

Resolutions proceed through the following steps:

1. The Proposer (A Club/Council or National Committee) identifies an issue and begins to frame a Resolution.
2. The Proposer drafts an Intent to Submit a Resolution.
3. The Proposer presents an Intent to Submit a Resolution to the Resolutions Committee by November 15.
4. The National Office will publish Intents by November 30 after a review by the Resolutions Committee.
5. Local club /Council/National Committee submits draft Resolution.
6. Resolutions are sent to the Resolutions Committee by January 15.
7. Clubs across Canada will be informed of potential Resolutions January 15.
8. The Resolutions Committee reviews draft Resolutions by January 30.
9. Proposer receives Feedback from Resolutions Committee January 15-30.
10. The Proposer resubmits draft Resolution, if necessary, by February 7.
11. Clubs review and amend the Resolutions February 15 to April 15.
12. Proposers will be assigned a specific email address for their Resolution, e.g. resolution1@cfuw.org where they will receive advice of amendments. As soon as possible after April 15 the proposer will send final amended Resolutions to resolutions@cfuw.org
13. The amended draft Resolutions will be available approximately June 1.
14. The proposed Resolutions are presented at the AGM.
15. Post-AGM Resolutions are written into policy. Proposing clubs are an integral member of the team and must be prepared to work with National Office in creating the post AGM Resolutions package.

## Annual Resolution Review

The Club circulates all proposed CFUW National and/or Provincial resolutions to the Club's membership before March each spring. The March general meeting is designated for the presentation of a summary of the CFUW National resolutions. At the determination of the Executive Committee, the resolutions may also be discussed, debated, and voted on by the Club's membership at that meeting. These results are then submitted by the local Club Executive to the national organization. They will then, in turn, be voted on at the next National Annual General Meeting. Once the resolutions have been adopted at the National AGM, they will be indexed and placed in the National Policy Book for future reference. Many of these resolutions are communicated to Clubs via the National Action Newsletter.

## **Issues Group and Advocacy Committee**

The Club's Issues Group was formed for the purpose of researching and discussing issues of concern and/or resolutions. These include those issues which affect women and children, exist within the community, or are of national concern.

The Club's Advocacy Committee was formed for the purpose of actively supporting a cause or proposal. Advocacy includes activities and publications to influence public policy, laws, and budgets by using facts, their relationships, the media, and messaging to educate government officials and the public.

## **GOVERNANCE—EXECUTIVE**

The governing body is the Executive Committee of the Club. It is composed of officers of the Club as defined in the Constitution: Governing Body and Duties By-Law 3.2

The Executive Committee is composed of the Officers, Committee Chairs, and Coordinators.

The Executive Committee is accountable to the members of the Club, the Ontario Council, and the National Organization.

The governing duties of the Club Executive are outlined in the Constitution By-Law 3. More specific duties of each position are outlined in the appendices of this manual.

Executive meetings are to be called at the discretion of the President, with a minimum of five (5) meetings per year as outlined in the Constitution By-Law 5.

A motion cannot be brought forward unless a quorum exists. A simple majority (50 per cent plus one) is necessary to approve motions and a quorum is formally defined as five (5) elected officers.

### **Terms of Office**

Following the policy of succession, the President, Vice-President, and Past-President will hold office for a minimum of a one-year term.

The Executive Committee, Chairs, Coordinators, Secretary, Archivist, Newsletter Coordinator, Scholarship Coordinator, Website Coordinator, and Treasurer will be expected to hold office for the minimum of one year.

The Executive Committee has the authority to designate another person to a position when it becomes vacant or if the officer is no longer able to perform the duties of the position.

It is the policy within the executive for the President to automatically succeed to the position of Past-President and for the Vice-President to succeed to the position of President.

### **Minutes of Executive Meetings**

Minutes of executive meetings provide a record of all motions, decisions, and discussions of the Executive Committee. All meeting minutes are vital to the operation of the Club.

The minutes of the meetings are taken by the Secretary and in her absence, a replacement.

The minutes will be concise and will include motions, actions, advocacy issues, and policy development.

Once approved, a summary of the minutes will be placed in the newsletter on the website.

The Secretary will have full responsibility for the care and control of the Minute records.

Copies of all approved minutes will be archived and maintained by the Archivist.

Annual Reports: Discussed in the context of the Annual General Meeting, page 15.

## **Job Descriptions**

The job descriptions for each of the Club Officers, Committee Chairs, and Coordinators describe the general tasks and responsibilities of each position.

Club Officers, Committee Chairs, and Coordinators are provided with a job description at the time the office is assumed. This is a responsibility of the Vice-President. It is understood that duties and responsibilities will be performed in compliance with the established job descriptions. The job descriptions are formally reviewed every two years. Job descriptions for each position are detailed in the appendices section of this manual.

## **Archives**

Archives preserve the history of the Club. Archived items have important historic, aesthetic, social, and administrative value. Materials of value are items that may be suitable for, and in good enough condition for promotion, use, or display during future historic and celebratory occasions held by the Club. These examples include letters, photographs, newsletters, special projects, brochures, programs of important events, annual reports, membership lists, and minutes of meetings.

Therefore, archived material must be properly labelled and filed in a safe environment.

The Archivist will ensure the collection, sorting, and filing of documents, and ensure that information is readily accessed and available when required by members of the Club.

## **COMMITTEES/COORDINATORS AND INTEREST GROUPS**

All Club members are encouraged to join and participate in one or more interest groups and committees in order to experience fellowship, meet new friends, discuss issues, and share ideas. Contribution in the form of involvement in an interest group or committee is vital to the overall success of the Club.

Membership in interest groups shall be open only to members in good standing as stated in the Constitution Bylaw 2.3.

Interest groups generally meet once monthly.

Interest group meetings will not interfere with the Club's general meetings.

All interest groups are to be self-funded and self-sustaining.

Development of new interest groups and committees is always encouraged. The activities of the groups and committees must fall within the parameters and missions of the CFUW. Interested members/parties shall bring their ideas to the Executive Committee. Executive approval is required.

Guests are welcomed.

### **Interest Groups**

The following interest groups have been established within the Club.

Arts Explorers	Healthy Lifestyles
Book Club	Issues Group
Games Group	Knit-Wits Group
Garden Club	Women Who Wonder

### **Committees/Coordinators**

**Program Committee:** Members plan the program, arrange for speakers, as well as plan refreshments for meetings and special events.

**Membership Committee:** Members welcome/greet all club members at program meetings, maintain accurate membership records, develop the New Members Kit, and provide orientation to new members.

**Social Media Committee:** Members govern the publication of social media by members of the Club, and seek to ensure that all content adheres to the expectations set out in the social media policy.

Scholarship Coordinator: Oversees the operation of the Scholarship Fund.

Archives Coordinator: Maintains and stores records of Club activities.

Website Coordinator: Develops, revises, and maintains the website.

Newsletter Coordinator: Gathers information from members and produces monthly newsletters.

Recognition Award Committee: Nominates a member or members for an award.

## **FINANCES**

It is expected that the Club be fiscally responsible. Members pay dues which are used for the Club's program, local activities, as well as for Provincial and National Club obligations. At its May meeting, the Executive Committee will review an annual budget presented by the Treasurer of the Club, which sets out income and expenses. Part of the budget process is to set the dues for members for the coming year. This budget will be presented to and approved by the Club membership at the Annual General Meeting in June.

The Treasurer distributes money for the program, hospitality, website, and special events according to motions passed by the Club Executive. The Program Committee will present its budget at the August meeting of the Executive Committee.

The Treasurer provides the Executive Committee and the membership with regular up-to-date reports on the Club's finances. The Treasurer will report at each executive meeting and will also provide an interim budget to the Club in February of each year.

## **MEETINGS**

Participation in local, regional, provincial, and national meetings is invaluable for the organization and for members of the local Club.

### **General Meetings**

Club general meetings will normally be held monthly. As specified in the Constitution By-Law 5, general meetings must occur a minimum of five (5) times per year. Members are encouraged to attend these meetings whenever possible.

The schedule for the Club meetings is distributed to members through the website and published in the annual brochure. Reminder notifications, by e-mail, may also be forwarded to the Club membership.

Interest group meetings will be held as the members choose, inclusive of the months where general meetings are not scheduled.

### **Format of Meeting Agenda**

The monthly general meetings may include a business portion, social time, a guest speaker, or other activity organized by the Program Committee. The order of these components can be established depending on the type of event, speaker, etc.

### **General Meeting Minutes**

Meeting minutes of general meetings are vital to the Club.

In the event of a business section being held at a general meeting, the minutes will be taken by the Secretary and in her absence, a replacement.

The Secretary will have full responsibility for the care and control of the Minute records.

Copies of all approved minutes will be archived and maintained by the Archivist.

### **Guests**

Members are encouraged to invite guests to general and/or interest group meetings in order for the Club's activities to be introduced to potential new members.

Guests are welcome to attend up to two (2) general Club meetings or interest group meetings per year.

## **Announcements**

As a method to encourage community networking, community announcements may be included within the general meeting's program. Only community announcements that align with CFUW's values and mission may be included. The general meetings will permit and include brief announcements from the Club membership about community activities after endorsement is received from the President.

## **Inclement Weather**

In the event of inclement weather, the decision to cancel a meeting will be made by the Club President in consultation with the Program Committee Chair.

Members will be informed by way of email, on Facebook, and/or local radio stations.

## **Acknowledgement of Traditional Territories**

In keeping with the procedures of the Club, an acknowledgement of traditional territories is made at the outset of Executive Committee and general meetings. This acknowledgement shall be brief and presented by the President and/or her designate.

## **Annual General Meeting**

As specified in the Constitution By-Law #5, there shall be an Annual General Meeting (AGM) of the Club for elections and consideration of annual reports. All members of the Club will be notified a month in advance of the Annual General Meeting by the President of the Club. The President will issue an agenda for the meeting, to be sent electronically and by newsletter to all members.

It will be the responsibility of the Program Committee to select a venue for the meeting with the approval of the Executive Committee. Annual Reports from Executive Committee members, Committee Chairs, Coordinators, and Interest Groups will be compiled by the Secretary and made available to all members prior to the AGM.

The President will present the Annual Report and ask for a motion to accept the reports.

The Election of the Executive Officers will be held at the meeting, after the Chair of the Nominating Committee presents her report. At the end of the meeting, the incoming President will introduce the incoming Executive, and the Officers will take office at the close of the AGM.

## **Annual General Meeting Reports**

Prior to the AGM, the Secretary will distribute electronically to the members of the Club, Minutes of the previous year's AGM and will present those Minutes at the AGM for approval. The Minutes of the Business portion of the meeting will be recorded by the Secretary or her designate.

Annual Reports, written by Executive Committee members, Committee Chairs, Coordinators, and Interest Group Leaders, provide a summary of information to all Club members on the operation and activities of the Club for a given year. Annual reports will be submitted to the Secretary and then electronically circulated to all Club members.

The President will present these reports at the Annual General Meeting after a motion to receive them into the record is completed. All annual reports will also be forwarded to the Archivist to be housed in the Club's archives.

## **Special Recognition at the Annual Meeting**

The Club recognizes that all members support the values and mandate of CFUW. That said, there are members who deserve special recognition for their loyalty, commitment, and service within the Club and also in the community.

As a sign of appreciation, and to show how much these members are valued, a Recognition Award is given at each Annual General Meeting, to those who meet the criteria set by the Club.

An ad hoc Awards Committee will be formed each year to nominate a member or members for the Award.

### **Criteria**

The criteria set out below serve as a general guideline to follow. Criteria may be amended by the Awards Committee which will select a member or members for the Award and make a recommendation to the Executive. The decision is at the discretion of the members of the Executive. There may be more than one person receiving the award.

Award Criteria:

1. Is a member in good standing for at least five years;
2. Actively participates and volunteers in the Club, beyond the normal involvement of regular members (i.e., volunteers for special project and serves on committees, Executive and/or Interest Groups);

3. Demonstrates extraordinary dedication to the values, growth, and success of the Club. (i.e.: Helps to rise awareness of the Club in the community, shows enthusiasm about the mandate of the Club); and
4. Demonstrates co-operation, a positive attitude, and exceptional willingness to advance the goals of the Club.

### **National and Provincial Annual General Meetings**

Subject to funds being available, the Club pays for one registration fee for the President or her representative to attend the Provincial and/or National Annual General Meetings.

The President or her representative will provide a summary report to the Club at the general meeting immediately following her attendance. This report will be summarized in the newsletter.

### **Fall Regional Gatherings**

Fall Regional Gatherings are held every second year at one of the Area Clubs, usually in October. Therefore, each Club in the region is responsible for hosting the Fall Gathering once every eight (8) years. In the planning process for the Owen Sound and Area Club's responsibility, an Ad Hoc Committee will be struck a year in advance of the gathering. Planning assistance will also be provided by the Program Committee. The plans for the event will be reviewed and approved by the Executive Committee.

The fall gatherings are not always convened. When they are to be held, the Club will be sent direction from CFUW Ontario Council about the date and process.

The Club may consider subsidizing Executive or member registration fees for those attending other Regional Gatherings held by other clubs.

All Club members are invited and encouraged to attend Regional Gatherings, and Provincial and National Annual General Meetings.

## **MEMBERSHIP**

Owen Sound and Area CFUW membership is open to women in the community who aspire to the goals of the Club and who support the objectives and purpose of the National CFUW organization.

### **Membership Categories**

As outlined in the Bylaws of the Club, membership may include several categories: regular, student, member-at-large, life, and honorary members.

Please refer to Constitution By-Law 1 and CFUW National By-Laws for further details.

### **Membership Dues**

CFUW members pay dues that support local, regional, and national activities. Monies from annual dues are used to pay for the cost of programs, venues, and refreshments as well as dues set by National and Provincial Councils.

All members are required to pay yearly membership fees as established by the Executive Committee. The fiscal year runs from June 1st to May 31st of the following year. The membership fee is due each year and is payable from June 1 to October 31. In order to be counted in the present year's membership total, required by the National and Provincial organizations, a member must join before December 31st. The current annual membership dues are \$110.

From January to May, a new or returning member will pay, at the point of membership, a pro-rated amount.

National dues are payable in advance by April 30 each year based on membership data as of December 31. Those National dues cover the period from May 1 of the current year to April 30 of the following year.

Please refer to Constitution By-Law 2 for further details.

### **Registration**

New members are required to complete the required registrations forms. Membership forms are made available on the Club's website in downloadable PDFs.

New members will receive a New Member's Kit organized by the Membership Coordinator and are encouraged to attend an orientation meeting with the Executive and Membership Committee.

## **Membership Listing**

A listing of members in a given year will be compiled by the Membership Coordinator. The Executive will receive an email of this file and on the completion of any adjustments, will receive a revised updated listing. The Membership Coordinator will issue an updated membership list by February of each year and email it to members.

## **COMMUNICATIONS**

The Club endeavors to effectively advise and inform all Club members of pertinent information relating to CFUW business and activities. This may include summaries of local, national, and provincial news. Traditionally, the newsletter is the preferred manner in which these details are provided.

### **Newsletter**

The Newsletter Coordinator receives content for the newsletter from the Officers, Committee Chairs, and Coordinators, and also submissions from Club members. The newsletter includes the president's message, a summary of meetings, and reports on activity groups.

The newsletter may be used to publicize events or to recognize members on matters relevant to the Club's mandate. These submissions will be included at the discretion of the Executive or the Newsletter Coordinator.

The newsletter is circulated at the beginning of each month via the website and individual email addresses.

Personal contact information of members is excluded from the newsletter unless permission is authorized in advance.

### **Website**

The Club website is a communication tool that is used to publicize all Club activities to members and to the community. CFUWOwenSound.com is registered as the official domain name of the site.

The Website Coordinator works in conjunction with the hosting provider to input, update, change, and revise information that concerns the Club.

The Club has an established email address: [info@cfuwowensound.com](mailto:info@cfuwowensound.com). It also has an address for Zoom meetings: [zoom@cfuwowensound.com](mailto:zoom@cfuwowensound.com)

### **Direct Email**

The Executive recognizes that direct e-mails should be used sparingly.

This manner of communication will occur if an immediate need to contact the membership is required, for example, a change in venue, time, or date for a General Meeting.

In addition, a Club member may make a request to the Executive Committee to approve the mass distribution of a specific e-mail. These submissions must be approved in advance by the Executive.

Approval will only be granted to those submissions that are directly relevant and supportive of the Club's mission and values. Approved communication pieces will be circulated by the Newsletter Coordinator.

## **Zoom Meetings**

The Zoom platform provides videotelephony and online chat services through a cloud-based peer-to-peer software platform and is used for teleconferencing, telecommuting, and social relations. The Club uses Zoom for interactive meetings that enable multiple participants to share their screens simultaneously, collaborate about future actions, and strengthen relationships.

## **Social Media**

The Club uses Facebook as a social media networking platform. In order to promote the Club to members of the general public and other CFUW clubs, the Club has a public Facebook page that is administered by three members of the Social Media Committee in adherence to the social media policy.

The Club also has a private Facebook page for members only that is used for communications within the Club as well as to strengthen communications among members.

The Social Media Committee has developed a policy to guide this important aspect of Club communications:

## **CFUW OWEN SOUND AND AREA SOCIAL MEDIA POLICY**

### **Purpose**

This social media policy governs the publication of, and commentary on, social media by members of CFUW Owen Sound and Area. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, YouTube, and the CFUW website. This policy is in addition to and complements any existing policies regarding the use of technology, computers, e-mail, and the internet.

This policy also seeks to ensure that users of CFUW's social media platforms conduct themselves in a manner that supports CFUW policies, programs, services, and activities; maintain the appearance and substance of the club's good public reputation; and comply with the appropriate laws and regulations.

### **Goals**

The goals for CFUW Owen Sound and Area social media use are to:

- expand and strengthen the profile of CFUW;

- sustain and grow club membership;
- better communicate with existing members and target audiences;
- strengthen relationships with members; and
- expand and strengthen CFUW advocacy work.

### **The Context**

Social media is one strategy that offers a way of keeping CFUW members safe, protected, and engaged through the social distancing required during a pandemic.

The use of the website and Facebook will keep the club thriving by sharing information online, maintaining active interest groups and social connections online, reviving CFUW's advocacy role, and attracting new members to help the club grow.

Social media integrates technology, social interaction, and content creation. CFUW Owen Sound and Area has chosen the CFUW website and a public Facebook page as social media networking channels. Social media also include the use of a private Facebook group, accessible only by CFUW Owen Sound and Area members, with strict privacy protocols.

### **General Guidelines**

Guidelines for initiating or participating in any social media initiative include the following:

1. Approval will be sought from the Executive Committee before setting up any social media initiative.
2. The public Facebook page and private Facebook group page will be managed by members of the Social Media Committee. They will post information, screen members, ensure privacy, and provide updates. Social media content will be moderated to ensure that no spam, profanity, defamatory, inappropriate or libelous language will be posted.
3. All content on any social media will adhere to CFUW policies.
4. Social media content is subject to access to privacy requirements and copyright rules.
5. Users will be expected to make every effort to ensure that contributions are factual and accurate.

### **Social Media Policy Expectations**

When CFUW members are posting on behalf of CFUW, such as on the website or Facebook page, or other branded public channels, it is particularly important to avoid posting anything that could damage the reputation of the organization or risk legal action.

1. Confidentiality: When speaking about club activities and having a dialogue with the community, it is important to avoid publishing confidential information. Confidential information includes

things such as members' personal information, including their home and email addresses, CFUW or personal financial information, and any information shared in confidence.

2. **Personal Privacy:** Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be visible on the CFUW website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access.
3. **Transparency:** Members will use their own real names, be clear who they are, and identify themselves as a member of CFUW, where appropriate. Members will avoid saying anything that is dishonest, untrue, or misleading. If a member has a vested interest in something being discussed, she will point it out. At the same time, members must also be smart about protecting themselves and their own privacy, and be cautious about sharing personal details.
4. **Copyright Laws:** Members must respect the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including CFUW's own brand materials. Always attribute any quotation to the original author or source, and never quote more than short excerpts of someone else's work. It is good general practice to link to others' work rather than to reproduce it.
5. **Respect:** It is important to respect the CFUW organization, the audience, and fellow members—all of whom reflect a diverse set of customs, values, and points of view. This includes not only the most inappropriate postings (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion. If in doubt about a particular topic, confer with executive members before posting or commenting.
6. **Acknowledgement:** If an error is made, the member should correct it quickly. If an earlier post is modified, the member will make it clear that the change has been made. If accused of posting something improper (such as copyrighted material or a defamatory comment about an individual or group), deal with it quickly, to lessen the possibility of legal action. Speed of communication is a positive feature of social media, but it is also a great downfall. The time to edit or reflect must be self-imposed. It is essential to take time to consider a post before publishing, and to consult another CFUW member if in doubt about the content of the post.

## **OUTREACH**

As part of the advocacy mandate, the Club pursues and supports various activities that will benefit the community and at the same time, may act as a fundraiser for the Club.

### **Definition**

An Outreach Committee, struck by the Club Executive, will organize and develop an Outreach Event.

The purpose of an Outreach Event is to:

- provide an educational service to CFUW members and the community;
- fundraise for the operations of the Club, and/or the Scholarship Program, and/or a specific project approved by the Executive Committee;
- raise the public relations profile of the Club with the community, provincial, or national organization.

### **Frequency of the Event**

With the understanding that undertaking a large event requires time to plan, organize, budget, and publicize, an Outreach Event will usually be held every second year. If special circumstances exist or if a unique opportunity arises, the Executive Committee will give consideration to approving an additional event.

### **Accountability**

It is the responsibility of the Executive Committee to hear any specific proposals, ask questions, express concerns, make recommendations, and ultimately approve the Outreach Proposal. At that point, the proposal will be taken to the general membership in the form of a motion and an Outreach Committee will be established.

All details with respect to the event will be agreed upon in a written contract after the approval by the Club Executive and the general membership.

This written contract will be formalized between the Club and the other party/parties. It will outline more detailed information, specify the financial and technical aspects of the event, establish the date, the venue, and will include any further details considered applicable.

## **Financing**

The Treasurer of the Club will be required to assist in developing the budget for the Outreach Event.

Each year, an amount of \$1,500.00 of seed money will be set aside for Outreach Events. This amount will be replaced as each Outreach Event is completed.

Surplus funds raised by an Outreach Event may be directed to accounts for general operations, capital costs, and the Scholarship Fund (or any combination thereof) as deemed applicable by the Executive.

## **Joint Ventures**

With the approval of the Club Executive, the Outreach Committee may consider working in conjunction with other organizations or groups to develop an Outreach Event. In these cases, formal arrangements for the sharing of liabilities and profits will be completed in advance of the event.

In other cases, and with the approval of the Executive Committee, the Outreach Committee may enter a profit-sharing arrangement with another party/parties in order to provide support for his/her cause(s).

## **Composition and Duties of the Outreach Committee**

The Vice-President and Program Chair will be ex-officio liaisons to the Outreach Committee. It is especially important for the Program Chair to participate with the Committee in order to ensure congruity with the annual program schedule.

Interested members of the Club will be invited to volunteer as a committee member of the Outreach Event Committee. Interested members of the club can also volunteer at the Outreach Event.

It is expected that the Outreach Committee will need at least one-year lead time in order to organize an event of this magnitude. The Committee will be formed for a one-time only event and be dissolved after the completion of a final summary report of the event.

The Outreach Committee will be able to assign a Chair. The Outreach Committee will seek ideas for the event, speakers, etc. from club members and they will assess the ideas based on their appropriateness, relationship to the CFUW mission and values, and the related financial impacts. The Outreach Committee will meet as often as required to plan and organize the event.

It will be required that the Outreach Committee Chair attend the Executive Committee meetings on a regular basis to seek approval of the format, speaker, venue, and costs associated with the event. In addition, the Chair will obtain approval from the Executive if the need for any changes in the event occur.

The Outreach Committee may seek sponsors for the Outreach event in order to help defray the cost. A sponsorship agreement will be created and completed using the sponsorship agreement form.

The Outreach Committee will ensure the promotion and advertising of the event, develop a public relations program, etc.

### **Special Projects**

The Club provides the opportunity for members to advocate as a group within the local community, according to the policies, mandates, and mission of CFUW.

This may take the form of a special speaker for a meeting that is open to the public, or circulation of a special publication. These special projects are also referred to as outreach and are for the purpose of fundraising for the Scholarship Fund and/or other projects as determined by the Executive.

## **PROGRAM**

The CFUW recognizes that monthly programs provide value and education for members. The programs are expected to follow the purpose and mandate of the Club as outlined in Article 11 of the Constitution.

### **Definition**

A program is a presentation generally given by a guest speaker, or a Club member, who has expertise, or experiences that would be of interest to the members. The program speaker is expected to provide a motivating, entertaining, and educational presentation.

The monthly program may be divided into three parts:

1. A speaker or presentation
2. A Club business meeting which may consist of reports from the Executive (e.g., Treasurer's Report) and also any announcements from the President and the interest groups.
3. Social time

### **Responsibilities**

The Program Committee is responsible for providing a varied and interesting program for each meeting throughout the year.

The Program Committee will:

- seek input and program ideas from the membership
- meet at its discretion to plan the year's program
- ensure that the topics are relevant and related to the purpose and mandate of the Club
- propose program speakers/presentations and related formats for the year
- present a draft program for the approval by the Executive well in advance of the first general meeting. The draft of the program will outline the topics, specify the financial and technical aspects, and set the dates and the venues.

The Executive Committee will:

- ensure that an annual allocation of monies from the general account be provided for the year's program
- ensure that the topics are relevant and related to the purpose and mandate of the Club

- ensure that the program is planned within an allotted budget and that flexibility for spending adjustments (within the budget) are made, if required. Approval by the Executive will be required for adjustments beyond the original program budget.
- decide that if a specific event necessitates an additional cost to the members, that this cost is reasonable and fair.

## **Brochures**

After the program draft has been approved, the Program Committee will confirm the program plan and then develop and publish a program brochure to inform the membership.

The brochure will be uploaded to the CFUWOwenSound.com website and will be distributed at various institutions in the community to act as a public relations tool to inform the community and to recruit potential new members. Brochures will be given to the Membership Committee to be included in the New Members Kit.

The Program Chair will consult with the Executive Committee prior to making any changes in the program.

## **Venues**

The Program Committee, in conjunction with the Executive Committee, decides where the general meetings will be held.

## **Accountability**

All details with respect to the program will be agreed upon and approved by the Club Executive Committee. A budget will be prepared and presented to the Executive Committee.

## **Honoraria**

Depending on the nature of the program event, the Program Committee may grant an honorarium. In advance of any honorarium payment being made, Executive Committee approval is necessary.

## **Cancelled Events**

In the event of a cancellation of a program where tickets have been sold, refunds will be provided.

## **PRIVACY**

The Club collects the personal information of each member, including name, address, phone number, email address, background information, and interests. The purpose of this information collection is to process membership applications, to promote communication among members, and to process dues and/or event fees. The Club is committed to safeguarding this personal information which is entrusted to the Club and will make every reasonable effort to ensure that the personal information is accurate and complete. The Club is committed to preventing any loss, misuse, disclosure, or modification of personal information, and to preventing any unauthorized access to personal information. The membership is also responsible for maintaining the privacy of all CFUW members.

Each member will be given an additional written copy of the Privacy Policy, in print or electronically, in advance of each year's Membership Registration. Each member will be requested to establish her specific permissions for personal information as well as for use of photos potentially published in any Club written documents or electronically on the Website. This allows each member the ability to manage privately, her level of control over privacy matters. Further, each member will be required to complete and sign an acknowledgment (located on the Membership Registration form) stating that she has read, understood, and agreed to comply with the privacy policies.

The Membership List, either in print or in an electronic version, is private for members only and cannot be distributed for other purposes outside the Club. Neither the Club nor the Club's membership will disclose Member's private information to any third party. However, from time to time, circumstances may arise for these private details to be disclosed. In these cases, permission to disclose such information must be granted in advance by the affected party/parties.

Please refer to the CFUW National Policy (January 2014) for further information:

<https://cfuwadmin.org/governances/privacy-policy/>

This Policy is one component of the Club's Policy and Procedural Manual and is located under the "About CFUW" Section at [www.cfuwomensound.com](http://www.cfuwomensound.com)

## **RISK MANAGEMENT**

The Club takes risk management seriously and has all reasonable measures in place to minimize any risk. A Liability Insurance Policy is in place with CFUW Ontario Council, with two million (\$2M) coverage per occurrence, held by Lloyd's. It is also expected that individual Club members will accept personal responsibility and make decisions appropriate to the risks they may face while undertaking general meeting or interest group activities.

### **Alcohol**

Ontario Council Liability Insurance has no liquor liability clause. Therefore, if money exchanges hands as payment for alcohol, the Club must obtain a liquor license.

If the management of the venue of a Club event indicates CFUW would not be covered for liquor liability, it is strongly advised that application be made for Short Term/ Special Events Liability Insurance Coverage.

### **Bus Trips**

Those who travel on a bus trip organized by the Club are required to sign a Release of Liability Form.

## **SCHOLARSHIP PROGRAM**

In 1993 the CFUW Owen Sound and Area Club created a Registered Charitable Scholarship Fund for the purpose of assisting young women in pursuing post-secondary education.

Funds for the scholarship program are provided in part by donations by the members of the Club, and also by fundraising activities and investment income from the Endowed Scholarship Fund. All donations for this program are deposited in a separate scholarship bank account and income tax receipts are issued for donations by the end of the calendar year.

The job description of the Scholarship Coordinator in Appendix H sets out the requirements for completion of documents and submission dates to the Canada Revenue Agency.

The Fund operates as a separate entity and falls under the jurisdiction of the Charities Directorate of the Canada Revenue Agency. Each year, the Club may award scholarships to students as set out in the Objects of the Corporation, as noted below:

In October 2016, the Objects of the Corporation were changed to the following:

1. To the Bruce Grey Catholic District School Board or its successor, and the Bluewater District School Board or its successor, a scholarship(s) may be given to a female student(s) who is continuing her studies at a Post-Secondary College or University, to be awarded based on the student's need for financial assistance and on her level of academic merit.
2. To Georgian College, Owen Sound Campus, or its successor, a scholarship(s) may be given to a female student(s) in her second year of Post-Secondary study, to be awarded based on the student's need for financial assistance and on her level of academic merit.
3. To charities registered as "registered charities" under the Income Tax Act (Canada), and whose purposes are for the advancement of education.

### **Community Foundation Grey Bruce**

In 2015, the Club entered into a contract with the Community Foundation Grey Bruce to create The Canadian Federation of University Women – Owen Sound and Area Club Endowed Scholarship Fund.

The Endowed Fund is worth \$30,000 and income is earned on that amount. The Community Foundation invests the funds in accordance with its investment policy. The Community Foundation provides an annual financial report to the Scholarship Coordinator.

## **Management**

The Scholarship Fund is managed by the Scholarship Coordinator, who is responsible for depositing all donations and issuing income tax receipts. The Coordinator is responsible for completing and submitting various reports to government agencies to ensure the fund's status as a Charitable Corporation in Canada.

It is also the responsibility of the Coordinator to advise the members of the Club and the Executive of scholarship awards and the financial status of the fund by means of an annual report.

## **APPENDICES**

The following Appendices outline the specific roles and responsibilities for each member of the Executive Committee. Each job description is reviewed and is subject to further refinement by the Executive Committee every two (2) years prior to the commencement of the program year.

### **Job Descriptions**

President

Vice-President

Program Committee Chair

Treasurer

Secretary

Past President

Membership Coordinator

Scholarship Coordinator

Newsletter Coordinator

Archivist

Website Coordinator

Social Media Committee Chair

## **APPENDIX A**

### **President**

The President shall preside at all meetings of the Club and of the Executive Committee. She may occasionally delegate an alternative Executive member to preside at a general meeting.

The President shall be an ex-officio member of all Club Committees except the Nomination Committee.

The President shall act as the Club representative to the National and/or the Provincial CFUW. With Club approval, this responsibility may be delegated to another member of the Club.

## Duties

- Use the President's Manual as a guide for conducting meetings and the business of the Club
- Develop general meeting agendas, guided by direction/decisions from the previous Executive Committee meeting
- Develop Executive Committee meeting agendas based on the work required to:
  - manage Club business;
  - meet requirements and requests from the Ontario West Regional Director, The Ontario Council, and the CFUW National office
  - present new projects that promote advocacy initiatives
- Act as the electronic and mail correspondent for the Club, or delegate if required
- Review roles and responsibilities with all incoming Executive members
- Be familiar with, update, and distribute information as appropriate:
  - Constitution
  - Policy and Procedural Manual
  - Advocacy Policy and Resolution process
  - CFUW National Policies
  - National, Ontario, and Regional initiatives and news
- Identify opportunities for representing the Club at other Provincial or National Meetings, and arrange for a Club representative to attend.

## **APPENDIX B**

### **Vice-President**

The Vice-President will support the President in matters concerning the Club. The Vice-President will be prepared to assume duties of the President upon vacancy of that office.

#### Duties:

- As an Officer of the Club, will attend Executive meetings
- Will assume all duties of the President when required, or in the absence of the President
- Will be the ex-officio liaison or Chair of the Outreach Committee and take responsibility for initiating an Outreach Event
- Coordinate interest groups (if needed) and other tasks as assigned
- Arrange thank-you gifts for the outgoing President and other Executive members
- Be responsible for the revisions to the Policy and Procedural Manual

## **APPENDIX C**

### **Program Committee Chair**

The Program Committee Chair is responsible for the oversight of the Program Committee, including the development of an annual program for the Club.

Duties:

- Be responsible for the Club program for the year
- Determine meeting places needed and who is responsible for securing them
- Ensure the Membership Coordinator has copies of the new brochure with the current program to give to new/prospective members
- Attend Executive meetings
- Send an acknowledgment to businesses or individuals who provide or donate a service to the Club
- Act as a liaison to the Outreach Committee to ensure congruity with the program schedule

## **APPENDIX D**

### **Treasurer**

The Treasurer shall receive all monies due to the Club and pay all accounts of the Club subject to authorization by the Executive Committee or the Club.

The Treasurer shall keep an account of receipts and disbursements, reporting regularly to the Executive Committee or the Club. The Treasurer will present an interim budget to the Executive Committee in February, and the annual budget at the May meeting of the Executive Committee in preparation for presentation at the annual general meeting in June.

This budget will be presented to and approved by the Club membership at the Annual General Meeting in June.

The Treasurer presents a financial statement of cash flows at the Annual General Meeting, which is reviewed annually by a competent person or persons.

Duties:

- Assist the Executive Committee to develop an annual budget, which must be approved by the Club
- Accept charitable donations from the membership for the Scholarship Fund or other approved charities, and forward appropriately
- Assist the Membership Committee with processing dues for new and returning members

- Forward required documentation and dues to The Ontario Council, and the CFUW National and/ Provincial Office in a timely manner
- Facilitate with the bank, the signing officer sign-up process. The signing officers are any two of three appointed officers (e.g., President, Past President, Treasurer)

## **APPENDIX E**

### **Secretary**

The Secretary is an Officer of the Club whose primary duty is to record and keep the minutes of the business part of all Club and Executive meetings. The Secretary also has a working knowledge of Club Policy and the Constitution and can refer to these documents when necessary.

Duties:

- Record Minutes of meetings with a focus on actions and motions
- Date the approved Minutes
- Distribute approved copies of the Executive Committee Minutes to the Executive Committee members as soon as possible after a meeting
- Record the business for all meetings
- Send a copy of a summary of the approved Executive Committee Minutes to the Newsletter Coordinator for inclusion in the next Club newsletter
- Distribute copies of the previous year's Annual General Meeting (AGM) Minutes to the membership prior to the next AGM meeting and have a few copies available at the meeting
- In consultation with the President, arrange for a replacement if unable to attend a meeting
- Keep a record of all correspondence received and sent by the Secretary
- Provide a copy of the Annual General Meeting reports to the Archivist

## **APPENDIX F**

### **Past President**

The Past President shall act in an advisory capacity to the President and act as Chair of the Nominations committee.

Duties

- Act as a resource for the President and the Executive Committee
- As Chair of the Nominations Committee, select at least two other members for this committee. The Vice-President shall be a member of this committee

- Act as the Benevolence Contact with outreach and cards to members experiencing an illness/injury, loss or success, and act on behalf of the Club, as required
- Send flowers upon the death of a member
- Send flowers to a member experiencing the death of a partner
- Act as Publicity Convener to ensure the public is aware of CFUW meetings and activities, in conjunction with the Program Committee and the Newsletter Coordinator

## **APPENDIX G**

### **Membership Coordinator**

The Membership Coordinator is responsible for oversight of the Club's membership, including:

- assisting with the recruitment and orientation of new members;
- assisting the Treasurer with the registration process related to returning members and new members; and
- keeping the Club informed of membership status.

#### Duties

- Be familiar with the criteria for membership in the Club as noted in the Constitution
- Work with the Treasurer to ensure that members have paid their dues
- Report on membership issues at Executive meetings
- Acknowledge and introduce new members in the newsletter
- Provide orientation to prospective and new members by planning and organizing a new members' meeting (day or evening) during the term of office for new members
- Report monthly in the newsletter any membership issues, regular membership numbers
- Maintain the master list and other membership materials (application forms) in the Membership Manual/Kit
- As a member of the Executive, attend Executive Meetings
- Prepare the Membership Report for the Annual General Meeting
- Chair and work in conjunction with the Membership Committee in performing the following duties:
  - Greet members and guests at each meeting
  - Ensure members sign in at each meeting
  - Send a "Welcome Back" email to all returning members in September. (Can be included in the newsletter.)
  - Assemble and distribute the package of CFUW materials to new members
  - Order recruitment brochures from CFUW Head Office
  - Provide application forms

- Provide printed name tags (with current year and names on both sides) to members, and blank tags to guests at meetings
- Produce an electronic membership list (directory) and keep it up to date

## **APPENDIX H**

### **Scholarship Coordinator**

#### Duties

- Receive donations to the Scholarship Fund from members of the Canadian Federation of University Women, Owen Sound and Area Club, other interested persons, and the earned income from the Endowed Fund at the Community Foundation Grey Bruce.
- Issues receipts for donations.
- Deposit all donations to the Scholarship Fund's bank account.
- Keep up-to-date financial records of all Scholarship Fund transactions in the Fund's Accounts Book (income, expenses and balance), and keep all relevant receipts.
- Correspond with the institutions whose students are slated to receive scholarships each year, and issue the appropriate cheques. Cheques are always issued to the institution, which, in turn, issues a cheque to the recipient of the award. The institution then issues a receipt to the Scholarship Fund.
- Note: There must be two signing officers for all cheques.
- In order to maintain the Scholarship Fund's Charitable Business Number, the Scholarship Fund Coordinator must keep abreast of all the Charities Directorate rules and regulations concerning such charities (e.g., that the charity must disburse 80% of its receipted donations in each fiscal year unless approval to do otherwise is obtained in writing from the Charities Directorate.)
- [See Booklet T4033A(E) for this and other rules].
- The Scholarship Fund's fiscal year is September 1 to August 31. Within six (6) months of the end of the fiscal year, the Scholarship Fund Coordinator must complete a Registered Charity Information Form (Form T301OAE), and submit this to the Charities Directorate of CCRA. This form outlines the income, expenses, and charitable disbursements of the charity. Failure to submit this form will result in loss of Registered Charity status for the Scholarship Fund.
- In order to keep the Scholarship Fund's status as a Charitable Corporation in Ontario valid and up to date, the Scholarship Coordinator must complete an Annual Return form and submit this to the Ministry of Consumer and Business Services. This form lists the three (3) Directors, the President and the Secretary required for such a corporation. This form is filed along with the above return to the CRA.
- The Scholarship Fund Coordinator prepares an Annual Financial Report to be presented at the CFUW Annual Meeting.

- The Scholarship Coordinator keeps the CFUW membership informed of scholarship awards, and keeps the Executive informed of any changes in either Government of Ontario, Charities Directorate, or the Canada Revenue Agency regulations that affect the Scholarship Fund.
- The Scholarship Coordinator liaises with the Community Foundation Grey Bruce regarding the CFUW Owen Sound and Area Club Endowed Scholarship Fund.
- The Scholarship Coordinator works with the Scholarship Committee to make recommendations to the Executive regarding the institutions to be selected for scholarships in any given year
  - It is expected that a committee will assist the Scholarship Coordinator in these duties.
  - While this is a separate organization, the Scholarship Coordinator is a member of the CFUW of Owen Sound and Area Executive Committee, as a liaison to the Club.

## **APPENDIX I**

### **Newsletter Coordinator**

The Newsletter is a means for the Executive, interest group leaders, and others to keep the membership informed about local Club activities. From time to time it may also be used to pass on information from other community groups or from the National or Ontario CFUW offices.

Duties:

- Prepare a monthly Newsletter for the members of CFUW Owen Sound and Area Club
- Send out a monthly email reminder to Executive officers and members requesting information for the Newsletter
- Create the Newsletter from the information received
- Email the Newsletter to the Website Coordinator to be uploaded to the CFUWOwenSound.com Website, usually done about a week before each general meeting
- Notify the membership by email each time the newsletter is posted on the website
- Arrange alternative delivery methods for members who cannot access the website (mailing hard copies, or emailing the newsletter directly)
- Maintain an up-to-date email list, through information from the Membership Committee
- Email the CFUW Week in Review from National Office to the membership weekly
- Forward any email from the President or other Executive members through the group email list as necessary
- As a member of the Executive Committee, attend Executive Meetings
- Prepare a report for the Annual General Meeting

## **APPENDIX J**

### **Archivist**

#### Duties

- Screen CFUW documents to determine which ones are appropriate for the archives
- Ensure that all committees and all members of the Executive are aware that a copy of relevant materials must be forwarded to the archivist for storage
- Ensure that all materials are labeled and dated accurately
- Ensure that copies of the membership list, the program, all minutes, newsletters, the Outreach materials and the annual reports are among the materials that are archived
- Include clippings of newspaper articles about the club activities as well as club photos
- Submit materials, which will no longer be needed for current information purposes, to the Grey Roots archives
- Attend Executive meetings as deemed required by the President
- Prepare and submit an annual report

## **APPENDIX K**

### **Website Coordinator**

The Website is a means to communicate to members of the Club and to the community at large, information concerning the Club, such as membership criteria, meeting venues, and speakers. The Website Coordinator should have a general understanding of how the Website works. The Coordinator is responsible for the management and content of the CFUWOwensound.com Website.

#### Duties:

- Encourage members to use the website as a valuable communication tool
- As a member of the Executive Committee, attend all Executive Meetings
- Have knowledge concerning the layout of pages within the Website
- Maintain a “How to” Manual
- Manage the content of the website on a regular basis by:
  - inputting and/or changing information about monthly meetings or special events
  - uploading documents such as the newsletter, pictures, or other material
- Prepare and submit an annual report for the Annual General Meeting

## **APPENDIX L**

### **Social Media Committee Coordinator**

The social media committee is responsible for interactive online member engagement, recruitment, and advocacy. The committee limits itself to social media and technologies that provide environments for interactive opportunities between individuals. The CFUW website and newsletter are not considered a social media platform in this context because they are not interactive. They are methods for one way communication from the organization.

The social media committee chair is responsible for the management and ongoing overview of the Club's sites. The chair fosters interactive online member engagement.

Duties:

- Encourage members to use the Club's interactive communication tools
- Maintain a Facebook members-only group
- Maintain the Club's public Facebook page and encourage Club members to send items of interest to the Facebook administrators for posting
- Continue education in the use of Zoom and Facebook until all members who are willing to go online feel competent in using both zoom and Facebook
- Create Zoom spaces for Program and Interest groups
- Encourage and provide education for members of the executive committee, program committee, and interest group leaders to schedule and host their own meetings
- Prepare and submit an annual report for the Annual General Meeting

## INDEX

Acknowledgement of Traditional Territories	14
Advocacy: CFUW Mission [See Issues and Advocacy, and Resolutions]	5
Announcements at Regular Meetings	14
Annual General Meeting	14
Annual General Meetings National/Provincial	16
Annual General Meeting Reports	15
Archives	9
Committees, Coordinators	10
Communications	19
Communications: Newsletter	19
Communications: Website	19
Communications: Email	19
Communications: Zoom	20
Communications: Social Media	20
Communications: Social Media Policy	20
Executive Committee Governance	8
Executive Job Descriptions	9
Executive Job Descriptions: Appendices	32
Executive Meeting Minutes	8
Executive Terms Of Office	8
Fall Regional Gatherings	16
Finances	12
General Purpose Statement	4
Inclement Weather	14

Issues And Advocacy	7
Interest Groups	10
Meetings: [General Meetings]	13
Meeting Agenda Format	13
Meeting Announcements	14
Meeting Guests	13
Meeting Minutes	13
Membership Categories	17
Membership Dues	17
Membership Listing	18
Membership Registration	17
Outreach	23
Outreach: Accountability	23
Outreach: Committee: Composition And Duties	24
Outreach: Definition	23
Outreach: Financing	24
Outreach: Frequency	23
Outreach: Joint Ventures	24
Outreach: Special Projects	25
Privacy	28
Program: Accountability	27
Program: Brochures	27
Program: Cancelled Events	27
Program: Definition	26
Program: Honoraria	27

Program: Responsibilities	26
Program: Venues	27
Recognition of Member(s) at Annual General Meetings	15
Resolutions	5
Resolutions—Annual Review	6
Risk Management: Alcohol	29
Risk Management: Bus Trips	29
Scholarship Program	30
Scholarship Program: Community Foundation	30
Scholarship Program: Management	31
Appendices	32
Appendix A: President	32
Appendix B: Vice-President	33
Appendix C: Program Committee Chair	34
Appendix D: Treasurer	34
Appendix E: Secretary	35
Appendix F: Past President	35
Appendix G: Membership Coordinator	36
Appendix H: Scholarship Coordinator	37
Appendix I: Newsletter Coordinator	38
Appendix J: Archivist	39
Appendix K: Website Coordinator	39
Appendix L: Social Media Committee Chair	40