



*California Federation of
Women's Clubs*
**Officer's Job
Description Guide**



CALIFORNIA FEDERATION OF WOMEN'S CLUBS
Member: GENERAL FEDERATION OF WOMEN'S CLUBS, INTERNATIONAL

OFFICERS'
JOB DESCRIPTION GUIDE

The California Federation of Women's Clubs, a member of the General Federation of Women's Clubs, International, values its volunteers and recognizes that tools such as this *Guide* will help make it easier to achieve success in leadership roles. We thank each of you for your gifts in making our communities and the world around us a better place in which to live.

All CFWC Officers and District Officers are elected for a two-year term or until a successor is elected or appointed. An officer's term begins on June 1st after the Annual Convention at which she is elected or appointed.

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during Carol Lopez-Lucey's term
as CFWC President

and

Assisted by the members of her
CFWC Executive Committee

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PREFACE

This *Officers' Job Description Guide* includes general job descriptions from the CFWC Executive Board members to the individual Club Presidents. It should be the first reference for each officer of the California Federation of Women's Clubs.

It is strongly recommended that all members of the CFWC Executive Board be especially familiar with each section of this *Guide*. In addition, Board members should study the California Federation of Women's Clubs' "Bylaws and Standing Rules", "CFWC Procedure/Yearbook", "*Federation at a Glance*" and "*The Art of Leadership*."

To maintain similarity of procedures and policies within the state, it is important to adhere to the functional guidelines established in this *Guide*. Some adjustments may be necessary because of differences in structure of the Districts; however, whenever deviations are necessary the goals and objectives of the California Federation of Women's Clubs should remain constant.

This *Guide* should be kept as a part of procedures to be passed on to your successor. Continuing Officers and Chairmen may wish to purchase a copy to keep. If you have any suggestions for improving the contents of this *Guide*, please share it with the current CFWC President.

We hope you will find this *Guide* a useful tool for carrying out your many responsibilities.

CFWC ORGANIZATION STRUCTURE

President: (Chief Elected Officer, Serves a two year term)

CFWC Executive Committee: (CFWC Officers elected by delegates to Convention; serve two year terms)

- First Vice President (Dean of Chairmen)
- Second Vice President (Membership Director)
- Recording Secretary
- Director of Finance (Finance Committee Chair)
- Treasurer
- Financial Secretary
- Four Area Vice Presidents
- Corresponding Secretary (appointed by the President)
- Parliamentarian (appointed by the President)

CFWC Executive Board:

- CFWC Officers (Executive Committee)
- CFWC District Presidents (Elected by their respective Districts)
- CFWC Chairs (Community Service Program, Special Appointment and Administrative)
- CFWC Standing and Special Committee Chairs
- CFWC Past State Presidents
- CFWC District Deans of Chairmen (elected by their respective Districts)

CFWC Districts: Eighteen Districts, each District elects its officers and makes appointments necessary to operate a smooth and financially secure District.

Districts bring the plans and projects of the GFWC and CFWC to the member clubs of the district and to train leaders for future service in the clubs, districts and state levels of the Federation. Each District is responsible for sending its President and Dean to each CFWC Executive Board Meeting and Annual Convention. District Membership Chairs and other Officers and members are encouraged to attend these meetings when possible.

Local CFWC Clubs: Approximately 241 federated clubs in California with 10,150 members are entitled to representation by a president plus elected delegates from their club at the annual CFWC Convention (see current CFWC Bylaws for delegate numbers.).

The purpose of clubs is to provide community service and carry out the work of GFWC and CFWC.

Affiliate clubs, (originally chartered as Past Presidents, Parliamentary Law, Alumnae or Emeritus) are entitled to only one (1) vote per club at CFWC Convention Affiliate clubs shall have no standing at GFWC level.

CFWC EXECUTIVE COMMITTEE

The Executive Committee is composed of the elected and appointed State Officers. All California Federation of Women's Clubs Officers are elected at the May Convention in the even numbered years for a two year term, beginning on June 1st. These volunteers are recognized for their skills and leadership roles.

To be effective, these leaders should collectively develop a vision for CFWC, clearly communicate that vision to the members, and motivate members to carry out that vision. Goals for the administration should be attainable, have a consensus, contain specific steps and timelines for achievement, and have areas of responsibility that are clearly defined and communicated. Each Officer should become an "expert" on CFWC procedures, history, programs and special projects for the current CFWC Administration.

Members of the Executive Committee are encouraged to look for opportunities to enhance CFWC's image in their communities, state agencies and other organizations. Members should also seek opportunities to help CFWC continue its efficiency by strengthening development of programs and training with funding from outside sources through grants, corporate sponsorships, planned giving and general donations. Funds from these and other sources could be used for furthering the work of CFWC (from the State to the Club level).

The Executive Committee members must work in tandem with each other and with full consideration of the desires and best interests of the organization. These Officers have an obligation to be held to the highest standards, as the members look to them for guidance and valuable information. They must ensure that only correct information is distributed to the membership of CFWC and that any errors are immediately corrected.

Each Officer should arrange to transfer to her successor all files and procedures pertinent to her office as soon as possible following elections, but no later than thirty days following close of the CFWC Convention.

CFWC EXECUTIVE BOARD

Responsibilities:

The CFWC Executive Board consists of the State Officers, District Presidents, State Chairs of Community Service and Advancement Programs, Administrative Chairs, Special Appointments, Standing, Administrative and Special Committee members (when they are officially engaged in fulfilling their duties), District Deans and Past State Presidents.

As a member of the CFWC Executive Board you are a member of a policy making body at a high level and are expected to be an active participant, be prepared to report and offer advice in your field of expertise. In your position you are entering into a new dimension of your Federation work. Each Officer should be willing to commit to the development of strategies that will enhance the future of CFWC and its members.

CFWC Executive Board (continued)

All members of the Executive Board are expected to read and study the CFWC Bylaws and Standing Rules. They should have basic knowledge of the Bylaws and Standing Rules of CFWC. It is also suggested that you read *Federation at a Glance* and any procedures given to you by your predecessor. All members of the Executive Committee and Board should have a good knowledge of the CFWC Resolutions, as they are the policies of CFWC.

CFWC Executive Board members should:

1. Obtain a copy of the current Bylaws and Resolutions and familiarize yourself with them.
2. At the beginning of an administration, you will be asked to supply a picture for the Procedure/Yearbook.

State Board Meetings:

State Board meetings are held alternately in the north and in the south. Meetings for the first year of the Administration are generally held in July (Summer Board), September/October (Fall Board), February (Winter Board) and Convention Board in May. The second year meetings are held in September/October (Fall Board), February (Winter Board) and Pre-Election Convention in May. State Board meetings are open to all CFWC members. The District Membership and Leadership Chairs may find these State Board meetings interesting and informative.

Attendance:

You are expected to attend every State Board Meeting for the full time. If a field trip is scheduled, consider it part of the Board Meeting and plan to attend. If a District President is unable to attend (because of illness, family or unavoidable conflict) the State President should be notified as soon as possible and given the name of the District Officer who will be attending in their place. District Deans must notify the State Dean (naming their alternate District Officer). State Chairs also notify the State Dean, who will immediately notify the State President and Financial Secretary. Membership Chairs are always encouraged to attend.

To ensure a hotel room where the State Board will be held, it is recommended that you make your reservations as soon as you receive the CALL. After the hotel deadline, members may not receive the contracted rate. Please adhere to all deadlines. Should last minute reservations for meals arise, members should contact the State Meeting Planner. The Meeting Planner should also be contacted if a member encounters difficulties with the hotel or if in need of a roommate or special meals.

Attire:

Board meetings are working meetings and comfortable business attire is recommended. The Saturday Board Banquet is customarily dressy. Guests are always welcome. It is advisable to take a sweater or jacket to meetings since hotel air conditioning is often unpredictable.

CFWC Executive Board (continued)

Reports:

When scheduled in the CALL, you will be expected to give your report in the time allotted. Three typed copies of your oral report are to be given to the Corresponding Secretary for her distribution to certain Officers and Chairs.

District Presidents should designate an alternate to give their District report if unable to attend. If no one is designated, a report should be submitted to the Area Vice President who, in turn, would present the District Report. If a Chair cannot attend Convention, the Dean of Chairmen should be notified. The Dean will then assign someone to report for that Chair.

Outside Organizations:

You may receive invitations to attend/participate in meetings of outside organizations as a representative of CFWC. These invitations are sent to the President with a cover letter of explanation. The President authorizes your attendance and requests reimbursement according to the Standing Rules and budgeted allowance.

Clubwomen Magazines:

It is suggested that you subscribe to CFWC and GFWC *Clubwoman* magazines. Courtesy subscriptions are given to Club Presidents.

Electronic Newsletters:

All are encouraged to subscribe to the CFWC Quick Bytes and GFWC News and Notes weekly email newsletters. These are free to members and contain vital current information.

Conflict of Interest:

Please check the CFWC Bylaws as some members of the State Executive Board may not be able to serve simultaneously in the same capacity at General, District or Club level.

Always keep a copy of your Itinerary Statement. The CFWC Itinerary Chairman will notify you as to the proper procedure and amounts you may be reimbursed.

It is your responsibility to send "thank you" notes to the District, Club, President and/or other hosts. This should be done within ten days of your visit.

The State President handles their own itinerary. When attending your Club or District meeting (other than Convention), housing, travel and meals expenses come from state allowances. Naturally, any meals during the function should be given as a courtesy to the President. When invited to a special occasion, the President should be provided courtesy tickets. They attend as your guest. When the event is a Convention, the President arranges their own transportation. Expenses for housing and meals are the responsibility of the District. Hotel accommodations or home hospitality are arranged by the District (or Club) according to the president's preference and schedule.

CFWC Executive Board (continued)

Endorsing Enterprises:

No member of the Executive Board shall use their position in the Federation to endorse enterprises, nor receive pay for the use of their name and Federation title. No member shall exploit the Federation in furthering partisan politics or circulate the membership of the Federation for anything other than Federation projects.

At State Convention: All members of the Executive Board are expected to attend the annual Pre-Convention Board meeting. The CALL to the Pre-Convention meeting and Convention should be sent out 60 days prior to Convention. Encourage the Clubs and Districts to send a full complement of delegates to the convention (see CFWC Bylaws). The District President heads the District's Convention delegation and should sit next to the District banner, followed by the Dean and other Officers of the District.

It is the obligation of all Executive Board members to attend conventions, assist wherever there is a need, and participate in workshops and general sessions.

The official hostess is the State President. The State President should receive every courtesy and consideration of the honored office. The first time the CFWC President is Presented, the membership rises in recognition of the OFFICE. The official representatives are the Area Vice Presidents in whose areas the Convention is being held and the District Presidents within those Areas.

Area Meetings At Conventions:

All members and delegates attending the Convention of the California Federation of Women's Clubs are invited to attend their respective Area meeting. Voting delegates will be admitted to the meeting room first. Non-voting members will be admitted as space allows.

In the election year (even-numbered), the Areas will elect members and alternates for the Bylaws and Resolution Committees. In the non-election year (odd numbered), the Areas elect members to the Election and Nominating Committees.

Candidates for the Nominating Committee must have served on the Executive Board for at least one year. It is recommended that candidates for the Bylaws Committee have a good knowledge of parliamentary law and that they have previously served at State level.

Each District may present a candidate for each of these Committees at their Area Conference Meetings (See CFWC Bylaws), provided the candidate has given her consent and received proper endorsement from her District. The District President should be prepared with the candidate's qualifications (which is read), the complete name, address, phone and E-mail address should the candidate be elected.

Awards and Honors Received *(at Convention):*

When a District is called to receive an award, the District Chair (if present) should accept it. This is her moment in the spotlight! Copies of the award could be made for the District

CFWC Executive Board (continued)

President's Book and the Chair's Procedure Book. Some District Presidents prefer to accept the District Award WITH the Chair, which is encouraged. Clubs should always receive their own award, but in their absence the District President will accept the award.

General Federation of Women's Clubs Convention:

The Annual Convention of GFWC is held in June. The CALL is printed in the *GFWC Clubwoman* magazine. Clubs have 1 voting delegate for every 25 members or major fraction thereof. Club Presidents, District Presidents (or their alternate), State Officers and State Program Chairs are also delegates to the GFWC Convention. The CFWC President is the official state representative.

Western States Region Conference:

The annual conference is held each year in the Fall. The states belonging to the Western Region are: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming. The Conference is less formal than a GFWC Convention. It provides the opportunity to share ideas, insights and success stories with members of other states and the GFWC officers attending.

Only the CFWC President and District Presidents receive the CALL to this conference. It is the responsibility of the District Presidents to distribute it with the agenda and other pertinent information, to the District Board members and the clubs within their respective district. Any GFWC/CFWC dues paying member may attend as a voting delegate (Affiliate Clubs are NOT included). Region meetings are also held at each GFWC Convention.

The object of the Region Conference is to promote a better understanding of the GFWC structure and programs. Program workshops and leadership training are offered. It is an opportunity to become acquainted with other GFWC members and increase one's knowledge of GFWC.

Itineraries:

The Itinerary program for CFWC gives the club members an opportunity to share in the knowledge and expertise of the officers and various chairs of the State Federation. They are available to speak, to share, to explain or to assist your district/club in the workings of our Federation.

There is no expense to the requesting district or club for a speaker. Interest from the Itinerary Fund pays these expenses. Please refer to Standing Rules 34-44 for details. Donations to this Fund are always welcome and appreciated. Any donations should be sent to the CFWC Financial Secretary with the appropriate forms available on the CFWC Website.

To Request a State Speaker: The District/Club President or the Itinerary Chair, find the Itinerary Request Form on the CFWC website (www.CFWC.org). If possible, they may complete the form online and then email it to the State Itinerary Chair. If that is not possible, the form should be printed out, then completed and mailed to the State Itinerary Chair.

CFWC Executive Board (continued)

The State Itinerary Chair will contact the requested speaker either by phone or email, to see if she is available and would like to speak at this location. Often, the person requesting may have talked to the requested speaker before completing the Itinerary form. However, the State Itinerary Chair still needs to verify the answer so she can mark the Request form accordingly. The Itinerary Chair then sends a copy of the Request to the person who requested the speaker and to the requested speaker.

The speaker is responsible for acknowledging and verifying the arrangements made by the district or club to avoid a communication breakdown. This assures mutual understanding of all arrangements. The speaker must also print an expense form from the State web site. During the visit, or before the speaker leaves, the presiding district or club officer reviews and signs the expense form for the speaker, who will attach any receipts and sends them to the Director of Finance.

The minimum presentation by the speaker is 20 minutes, although 30 minutes is appreciated. Also, the visit may require more time in the event of a workshop or convention. Please read the Standing Rules: Itinerary Fund, numbers 34–44 in the Bylaws for more detailed information. They will explain other rules to be aware of, such as a Chair or Officer is limited to one presentation per District or Club per year. They also explain how much and which items will be covered.

CFWC Executive Board Summary:

Your Responsibility at State Board Meetings are:

1. Attend all the sessions and participate in discussions.
2. Disagree agreeably and without embarrassing others.
3. Report as requested, using microphones as provided.
4. Provide specified copies of reports and program information.
5. Bring updated information on your area of work.
6. Present project suggestions for approval.
7. Present motions in your field.
8. Be available for necessary consultation on current (state and federal) legislative action pertinent to your field of expertise.
9. Serve on panels and give workshops and special reports as necessary.

THE CFWC PRESIDENT

The CFWC President:

Is the highest executive officer of the organization and must be familiar with the fundamental principles of parliamentary law and with the Bylaws and Standing rules of the organization. As a member of the CFWC Executive Committee and Executive Board, the president has the obligation to keep the organization's best interest in mind and to commit to strengthening the skills of its members. The President or their appointee, will represent the CFWC at meetings or on boards of outside organizations.

The CFWC President (continued):

The President is responsible for seeing that the business of the organization is transacted in proper order and expedited as much as possible, that members observe the rules of debate, that order and decorum are always observed, and that the rules of the assembly are enforced with as little friction as possible.

As a general rule the presiding officer should avoid expressing her opinions on pending questions. The President (as presiding officer) is known as THE CHAIR.

Duties: (as prescribed in the CFWC Bylaws and Standing Rules):

1. Preside at all meetings of the CFWC Executive Committee and Executive Board.
2. Appoint the Corresponding Secretary and Parliamentarian.
3. Present to the Executive Committee, for ratification, nominees for Chairs of the Program areas and for Committee Chairs and Members (except Credentials, Election and Nominating who are elected by the Executive Board.)
4. Appoint additional members to the Credentials Committee as needed, none of whom may be Executive Board members.
5. Appoint additional members to committees as deemed necessary.
6. Appoint a committee of three to approve Convention minutes.
7. Perform the general supervision of the work of the CFWC and be an ex-officio member of all committees except the Nominating Committee.
8. Represent the CFWC at the Board of Directors meetings and annual Conventions of GFWC. They shall be the Chair of the California delegation to the GFWC Convention. The President shall report for their administration at GFWC Conventions in non-elections years. In election years, the immediate Past State President shall report the work of the administration and accept courtesies and awards.
9. The President shall sign all contracts ordered by the CFWC Executive Board and sign checks for CFWC in case of the Treasurer's inability to serve.
10. Oversee compilation and publication of the CFWC Procedure/Yearbook.
11. Approve, sign and submit to the Finance Committee, a request form prior to issuance of a warrant for members to attend meetings of other organizations or government agencies as a representative of the Federation.

Following the Election Convention, the President Shall:

1. Direct the Corresponding Secretary to send notices of appointments to all committee members.
2. Send a welcoming letter to all new and continuing Club Presidents as well as a welcome and informational letter to all Board members.
3. Oversee the completion of the CFWC Procedure/Yearbook with the aid of the First Vice-President.
4. Make final plans for the July Board meeting.

Other Duties of the President (not in the bylaws):

1. Promote the goals and mission statements of GFWC/CFWC throughout the state.

The CFWC President (continued):

2. Oversee the completion of the Procedure/Yearbook with the aid of the First Vice President.
3. Obtain from the Incoming District Presidents a listing of names, telephone numbers, mailing and email addresses for all CFWC District Officers, Chairmen and Club Presidents.
4. Request that all information from Executive Board members for the Procedure pages for the CFWC Procedure/Yearbook be sent to the State Dean.
5. Compose the CALL for all meetings and, with the assistance of the Corresponding Secretary, duplicate and send out as early as possible to allow those traveling by air to obtain good flights (recommend mailing six (6) weeks before the meeting).
6. Give (per tradition) a token gift to members of the Executive Committee and the Executive Board at the close of the administration.
7. Send invitations to all the Past State Presidents to be the guests of CFWC at the meal honoring them at the Annual Convention.
8. At the close of the administration contribute, on a voluntary basis, to gifts for the President of the General Federation of Women's Clubs and President of the Western Region.
9. Sign over to her successor any properties of CFWC in her possession while in office.

General Federation:

1. The President will update the printouts from GFWC that request names, addresses and phone numbers of the CFWC Executive Committee, Executive Board, District Officers, Chairs, and Club Presidents.
2. In the election year, the Outgoing President is the official representative of the California delegation at GFWC Convention, receiving all honors and awards. It is suggested that the Outgoing President take the State Chair with her to receive State awards if the chair is present. The Outgoing President receives awards for Districts or Clubs not in attendance at the GFWC Convention.
3. The President attends the GFWC Post Convention Board of Directors Meeting following the close of the election convention. Other CFWC Officers may be invited.
4. In the election year, the newly elected CFWC First Vice President should plan to accompany the President to the GFWC Chair's Marketplace to select materials for the CFWC State Chairs.

Western States Region:

The President leads the delegation of California clubwomen to the Western States Region meeting and serves as a member of the WSR Board of Directors.

Expenses of the President:

1. The President receives a budgeted amount for expenses for travel to CFWC Executive Committee meetings, Executive Board meetings, all CFWC Conventions, and for Itinerary within California. She also receives a budgeted allowance for travel, hotel and scheduled meals to the Western States Region meetings, GFWC

CFWC President (continued)

Conventions and GFWC Board of Director's meetings. In addition, they are allowed a budgeted amount for administrative costs (postage, copies, ink, and other necessary expenses).

2. The President receives a \$50 monthly courtesy allowance.

CFWC FIRST VICE PRESIDENT

The First Vice President:

Is the Dean of Chairmen and coordinator of all Community Service, Advancement and other Programs of the Federation. They work closely with the President in devising and executing plans of work pertaining to the Community Service, Advancement Programs and the GFWC projects within these areas. They also have limited responsibilities for the Special Appointment Chairs.

The First Vice President serves as Chair of the Report Criteria Committee. They serve on the Executive Committee, Convention Committee, Communications Committee and Finance Committee. Along with the President, the First Vice President is responsible for the content and editing of the procedure portion of the CFWC Procedure/Yearbook.

Immediately following the adjournment of a non-election convention, the First Vice President (now President Elect) is authorized to secure meeting sites, sign hotel contracts, and set agendas and programs in preparation for their administration as president.

In the event of death, resignation, or permanent disability of the President, the First Vice President shall succeed to the office of the President for the unexpired term.

The First Vice President Shall:

1. Attend GFWC Convention and assist the President in picking up materials for the new administration.
2. Within one week of returning home from GFWC Convention, send a cover letter with copies of the materials obtained from GFWC to the CFWC State Chairs.
3. With the CFWC President, formulate the report writing plans prior to the July Board meeting for adoption by the Report Writing Committee.
4. Shall arrange for the award certificates to be printed with the President's signature.
5. Complete the First Vice President's Procedure page for the CFWC Procedure/Yearbook.
6. Finalize all Procedure pages for printing.
7. Prepare agendas for all CFWC Board Meetings.
8. Prepare for Area Seminars and itineraries.
9. Work with the President and Convention Chair on workshop requirements for Convention.
10. Assist the President with the GFWC report due in April by ensuring that all chairs submit their state reports with a copy to the President and First Vice President.
11. Prepare and maintain a comprehensive procedure book for their successor.
12. Conduct Report Writing workshops as directed or needed.

CFWC First Vice President (continued)

As Dean of Chairmen, the First Vice President Shall:

1. At CFWC Convention of election year, be prepared to meet with CFWC Chairs and distribute information regarding Procedure pages for the CFWC Procedure/ Yearbook.
2. Send a "Welcome to CFWC Executive Board". Send a letter to all State Chairs outlining their responsibilities. Include information regarding motions for projects to be approved at the July Executive Board.
3. Meet with Chairs of the Arts and Culture, Music and Photography Programs to coordinate programs, awards and budget. Submit to Finance Committee at July Board.
4. With the President, review all Procedure pages for the CFWC Procedure/Yearbook.
5. Read all of the Chair's articles or programs and correct any misinformation promptly.
6. Instruct Chairs to discuss projects and requests dealing with money with the Dean first.
7. Prepare information and helpful tips on report writing for the State Chairs and District Deans.
8. Meet with District Deans at Executive Board Meetings.
9. Meet with Chairs regarding Convention Workshops.
10. Prepare workshop sign-in sheets and evaluation sheets.
11. Prepare the Award Winner list for distribution at the end of Convention.
12. Coordinate with State Chairmen on the awards presentation at Convention.
13. Coordinate with the Convention Arts and Craft Show Chair regarding the display of the entries from districts and clubs at Convention.

The Dean of Chairmen shall:

Instruct State Chairs to send articles to the CFWC Quick Bytes newsletter. Other publications or program information can be sent directly to the District Presidents, Deans or Chairs. If there is no District Chair, then the District Dean will forward to the respective District Clubs.

New Administration Organization:

1. Attend GFWC New Administration Orientation in December prior to the election year.
2. After January 1st of the election year, appoint the Corresponding Secretary, Parliamentarian, and all other necessary appointments.
3. Prepare acceptance speech as President.
4. Plan the Administration's Installation of Officers.
5. Plan the POST CONVENTION Executive Committee Meeting. Send the CALL to all appointed officers and all candidates for office six weeks prior to CFWC Convention.
6. Order personal note cards and other stationery for the President's use.
7. Order membership cards with President's signature. Cards are free to clubs.
8. Share all information from the GFWC Orientation meeting with all Executive Board Members, as necessary.
9. Obtain from the Incoming District Presidents a listing of the name, address, phone number, and email addresses for all District Officers, Chairs and Club Presidents.
10. Provide a current contact list of the new Executive Board for all officers.

CFWC SECOND VICE-PRESIDENT

The Second Vice President:

Serves as Membership Director and works closely with the President and the Area Vice Presidents in devising and executing plans pertaining to membership development and growth for the organization. Serves as the Chair of the Membership Committee (consisting of the Second Vice President and the Area Vice Presidents) and performs such other duties as assigned by the President.

The Second Vice President is responsible for assisting the Area Vice Presidents and the Districts in development of new clubs, membership retention, long range membership and Federation extension goals.

The Second Vice President Shall:

1. In consultation with the President, develop and present to the Membership Committee, at the Summer Board meeting, the proposed membership program for the administration.
2. Prepare Procedure pages, including goals, report criteria and GFWC/CFWC award programs and forms, and bring to the Summer Board.
3. Inform Area Vice Presidents of their responsibilities with respect to Membership Committee goals and as members of the Executive Committee.
4. With the President, standardize and coordinate the Area Seminars as much as possible (agendas, speakers, sites, costs, deadlines for CALLS to the seminars, and fundraisers).
5. Develop and distribute Membership reporting information to all Districts.
6. Develop and implement special promotions such as Federation Day (April 24).
7. Give a summary report and present recommendations from the Membership Committee at the Executive Committee Meeting.
8. Develop required forms and agendas for CFWC Convention Area meetings and election procedures for the prescribed Area Committee member representatives' elections.
9. Follow up on new clubs to ensure they have no unanswered questions and are receiving support from the Area and District Officers.
10. Stay on top of small problems before they become insurmountable, and offer possible solutions as needed.
11. Work with Clubs and Districts who wish to change boundaries.
12. Prepare articles as requested, for the *California Clubwoman* magazine and *Quick Bytes newsletter* (especially to promote Area Seminars, special programs and promotions).
13. Summarize the work of the Clubs, Districts, Areas within the GFWC on the annual membership report.
14. Promote the use of the GFWC/CFWC logo statewide.
15. Send necessary materials to GFWC regarding new clubs or changes in club status.
16. Develop and maintain a comprehensive procedure book for their successor.

CFWC Second Vice President (continued)

As the Membership Director, the 2nd Vice President Shall:

1. Serve as Chair of the Membership Committee and, together with the Area Vice Presidents, coordinate and implement membership activities and programs for the State Federation.
2. Answer membership inquiries from GFWC as directed by the CFWC President, handle membership transfers, membership cards and member acknowledgment such as 50 years of service and pins and the star recruitment program.
3. Create and distribute bulletins, newsletters, membership tips and ideas to District Presidents, Deans and Membership Chairs.
4. With the Area Vice Presidents, assist in development of new clubs. Provide necessary leadership and special forms (such as new club formation agendas, sample bylaws and standing rules, membership applications and specific steps) as required by the Bylaws.
5. Work with the Area Vice Presidents to bring non-federated clubs into membership.
6. Develop and present membership workshops at Conventions and Area Seminars.
7. Develop the Membership Awards presentation at Conventions.
8. Develop the program and script (provide script to President) for the New Club Charter presentation at Convention.

CFWC RECORDING SECRETARY

The Recording Secretary:

Serves as the CFWC Recording Officer and custodian of its records and shall keep the minutes of all CFWC State Meetings (Executive Committee, Executive Board, and Convention). The Recording Secretary shall keep an updated official listing of all CFWC Clubs, Chairs of Program areas, Special Appointment Chairs, as well as Standing and Special Committees. They shall perform such other duties as are requested by the President.

Duties of the Recording Secretary:

1. Be responsible for the "Attendance Sheets" at Executive Committee, Executive Board and Convention meetings.
2. Make the minutes available upon request.
3. Sign certain documents of CFWC as requested by the President.
4. Be prepared with ballot materials in the event an unexpected ballot vote is ordered.
5. Prepare for the President, as soon after meetings as possible, a listing of unfinished business, motions that have been laid on the table, motions that were postponed (when, why and time if applicable), special orders (time if applicable), orders of the day and motions to reconsider but not yet called up for a vote, and any additional information useful to the President in preparing agendas.
6. Make copies available for all Executive Board members and read the Executive Committee recommendations to the Executive Board and move their adoption.
7. Assemble all materials which are to be retained for the Administration.

CFWC Recording Secretary (continued)

Other Duties and Procedures:

1. With the Parliamentarian, check the eligibility and qualifications of those candidates nominated from the floor at Convention.
2. Send copies of the Executive Committee and Executive Board minutes to the members within thirty (30) days of the meetings.
3. Send copies of the Convention minutes to the Executive Committee and the Executive Committee Elect during the election year, within sixty (60) days following the close of convention.
4. Send a copy of the Convention minutes to the three (3) designated members appointed (by the President) to approve the minutes.
5. Be responsible for keeping copies of all minutes, CALLS, convention programs, reports and other Administration materials. One set is placed in the State storage unit. A duplicate copy is given to the immediate Past President upon request and payment of costs.
6. Be responsible for preparing the page for the Procedure Book at the beginning of the new administration.
7. Keep adequate and correct minutes in order to avoid legal problems affecting the status of the organization.
8. Have motion forms available at all meetings for members presenting motions.

CFWC FINANCE COMMITTEE

There shall be a Finance Committee of five members: the President, First Vice President, Treasurer, Financial Secretary (who shall act as Recording Secretary for the committee) and Director of Finance (who shall act as the Chair). The Finance Committee historically meets prior to the CFWC Executive Board meeting and, if necessary, in emergency situations, holds a meeting in the interim either in person or electronically where necessary decisions can be made.

The CFWC Finance Committee shall:

1. Approve the annual budget for presentation to the Executive Committee and Executive Board. Present the semi-annual adjusted budget report at the February Executive Committee meeting and Executive Board meeting.
2. If necessary, recommend a CPA for reconciliation of the books, approved by the Executive Committee. The completed reconciliation shall be filed at the CFWC Record Storage.
3. Approve all depositories and investment of funds as detailed in the Bylaws.
4. Approve items not covered by the budget, Bylaws or Standing Rules before expenditure.
5. Consider any expenditures over budget before recommending payment.
6. Approve expenses for members of committees.
7. Approve expenses of Chairs invited to attend meetings of other organizations or government agencies as a representative of the Federation. A request form, signed by the President, shall be submitted before a warrant is issued.

CFWC Finance Committee (continued)

Investments, IRS, Taxes and Insurance:

1. Keep a continuing record of investments of special funds, such as Endowment Trust Fund and Foundation Trust Fund. Review the status of these funds at the beginning of each administration and report to the Executive Board at the February meeting.
2. Be responsible for maintaining group liability insurance for CFWC and all Districts and blanket bond for CFWC officers.
3. Work with the clubs and the IRS in obtaining 501 (C) (3) status for CFWC clubs.
4. Remind all Districts and Clubs they must file their own individual tax returns to California and the IRS at their end of their club fiscal period. Every club must be in compliance with the Secretary of State by filing a Statement of Information bi-annually and by filing annually with the Registry of Charitable Trusts.

CFWC DIRECTOR OF FINANCE:

Is bonded and is responsible for obtaining the group liability and blanket bond, has overall responsibility for the financial transactions of the CFWC with counsel of the members of the Finance and Executive Committees. All bills must be sent to her before they are paid. On recommendation from CFWC Director of Finance sends warrants authorizing the Treasurer to issue checks. She also serves on the CFWC Communication Committee and the Convention Committee.

She shall have a working knowledge of requirements for nonprofit organizations including the Internal Revenue Service, Franchise Tax Board, State Attorney General's Office and the California Secretary of State. The Financial Officers shall present workshops at Conventions and Area Seminars when asked and shall provide guidance to members on matters dealing with any of the above listed agencies as well as insurance matters.

The Director of Finance shall serve as the Chair of the Finance Committee and reports, for consideration, all requests for expenditures to the Finance Committee. The Committee recommends proposed action to the CFWC Executive Committee for consideration and recommendation before submitting to the CFWC Executive Board for action.

The Director of Finance serves on the Planning Committee for Conventions and shall, when asked, assist in the preparation of the Convention budget. The Convention Committee will send all receipts to the Financial Secretary for deposit and all bills to the director of Finance for approval and payment.

Annually, she is responsible for compiling the Federation inventory, which is included in the materials for the CPA at the end of the year reconciliation.

The Director of Finances shall:

1. Before issuing a warrant, ensure that items are approved for expenditure either by the budget or by the Bylaws or Standing Rules and do not exceed the approved budgeted amount.

CFWC Finance Committee (continued)

2. Issue warrants within five business days of receipt of invoices (provided the expenditure has been approved) to take advantage of discounts and maintain orderly payment schedules. The warrants are submitted promptly to the Treasurer for payment.
3. Direct the payment of expenses of committees in accordance with the Standing Rules.
4. Work with the Itinerary Chairman to make necessary adjustments in itinerary allowances in accordance with the Bylaws, Standing Rules, and the approved budget. (Itinerary bills must be received for payment no later than May 25.)
5. Receive itemized bills from CFWC members serving on GFWC Board of Directors for payment of allowable reimbursement.
6. Advance the monthly courtesy allowance to the President.
7. Approve at Board meetings, Committee, Chair and Officer expenses keeping in mind the total budgeted allowances for these expenditures.
8. Analyze and prepare necessary budget adjustments, prior to the February Board, for approval of the Executive Board.
9. Be responsible for overseeing the investments of the CFWC. The investments are handled by the Bank of America Trust Division (as of June 1998). Reports are received quarterly.
10. Secure the Liability Insurance for the State and the Districts and the Blanket Fidelity Bond.
11. Foundation Fund and General checking accounts must be reconciled at the end of each month.
12. Transfer GFWC/CFWC dues accrued from June to mid-January from the savings account into the General Fund checking account.
13. Deliver all financial records to the incoming Director of Finance as soon as possible after the expiration of the term of office.

CFWC TREASURER:

Pays all bills which have been properly approved and for which warrants have been drawn. She is covered by the blanket position bond.

The Treasurer shall:

1. At the beginning of a new administration, make an appointment with the bank approved by the Executive Committee for signatures and addresses of the new officers. This is usually done at the time of the Summer Board Meeting. Expenses incurred for this will be covered by CFWC.
2. Complete a list of Warrants received from the Director of Finance with the corresponding account numbers and check numbers and to whom the check was written and why. Send a copy of this Warrant List to the Director of Finance at the end of each month. All voided checks are to be highlighted in yellow and Foundation Fund checks printed in red.
3. Remit dues to the General Federation of Women's Clubs after warrant is received from the Director of Finance.
4. Keep a copy of the budget.

CFWC Finance Committee (continued)

5. Coordinate with the Meal Planner and Financial Secretary as to meal reservations for CFWC Conference and Conventions concerning who will be attending so that all State Chair's checks may be prepared before arriving at these events.
6. Provide a printed Treasurer's Summary Report to the members of the Executive Board at each Executive Board meeting.
7. Discuss, with the Finance Committee, any changes in the Chart of Accounts.
8. Deliver to their successor as soon as possible after expiration of the term of office all vouchers, books and papers of the Federation that are in their custody.

CFWC FINANCIAL SECRETARY:

Have had education and experience in the field of finance, and it is assumed that if elected they will be a candidate for Treasurer and ultimately Director of Finance. They will work directly with Clubs and Districts and shall be able to assist in resolving, along with the other Finance Committee members, any financial problems that might arise at the District or Club levels. The Financial Secretary is covered by the blanket position bond.

The Financial Secretary shall:

1. Receive all monies, including money from dues and state approved projects, from the District Financial Officers and deposits them in the bank approved by the Executive Committee.
2. Submit to the members of the Executive Committee at each meeting, a statement of funds received from Board meeting to Board meeting.
3. Serve as Chair of the CFWC Foundation Fund.
4. Serve as Secretary of the Finance Committee meetings and send copies of the minutes to the members of the committee.
5. Write the Recommendations from the Finance Committee and distribute to the CFWC Executive Committee at their meeting immediately following the Finance Committee meeting.
6. Be responsible for distribution of the Club Information Form (Data Blank) and the District Treasurers' Remittance Forms to the District Presidents at the February State Board Conference.
7. The Financial Secretary is responsible for keeping the Club New and Late Paying Members Dues Forms, Donation Remittance Form and the two previously mentioned forms up-to-date on the website.
8. Send the names of Clubs which have not paid their dues by June 30th to their District President, CFWC President, CFWC First Vice President, CFWC Second Vice President, and the Area Vice Presidents.
9. Receive State and GFWC dues and other funds from the District Treasurers by the 15th of each month.
10. In July, send a copy of the all the Club Information Forms to the CFWC Corresponding Secretary or Yearbook Chairman, and 2nd Vice President.
11. Maintain an Excel spreadsheet of dues received by clubs. A master copy will be furnished by the previous Financial Secretary.

CFWC Finance Committee (continued)

12. Receive monies for scheduled meals at State Board meetings. (Coordinate with the Meeting Planner and Amenities Chair on the final number of paid for meals.)
13. If the CFWC President has projects where money is collected and distributed to that cause you will need to prepare and distribute at the February Board, lists for the State Chairs the amount of club donations pertaining to their Program Area (e.g., Girls Love Mail, City of Hope). Update the list before Convention for the Director of Finance, so warrants may be drawn for distribution of these funds.
14. Deliver to their successor, within two weeks after expiration of the term of office, all money, vouchers, books and papers that are in their custody.

GFWC Accounting

The GFWC office will work with the President and Treasurer to update the GFWC spreadsheet and reconciliation sheets which are sent annually in January. The final statement with the annual GFWC dues invoice will come by February 1st of each year. These figures are to be compared with those of the Treasurer before a warrant is drawn for payment. The dues check shall be sent to GFWC by trackable means, probably Priority Mail with return receipt requested. Make check payable to GFWC and mail to GFWC, 1734 N Street NW, Washington DC 20036.

GFWC Finance Responsibilities:

1. CFWC Finance Committee members should be aware of Bylaws and Standing Rules of GFWC and CFWC.
2. Only those clubs whose per capita dues have been paid to GFWC on or before February 15 preceding the annual GFWC Convention shall be entitled to representation at the GFWC Convention.
3. Financial contributions from members, Clubs and Federations to projects approved by the Executive Committee of GFWC shall be sent as directed to the GFWC Treasurer at GFWC Headquarters or to the designated projects.
4. Region dues shall be determined by the Region and paid by the State Federation.
5. When a State Federation invites members of the GFWC Executive Committee to speak at a state meeting, the hostess state shall be responsible for room and board expenses of the visiting Officer. (GFWC will pay the travel expenses of one officer annually to California. Expenses relating to visiting GFWC Officers or Chairs shall be paid from the Kathleen Wylie Reserve Account. G262.)

CFWC AREA VICE PRESIDENT

The Area Vice President:

Is a member of the Membership Committee, which consists of the CFWC Second Vice President and four Area Vice Presidents, they perform the duties of the Membership Chair in their respective Areas and work under the direction of the Second Vice President to develop a comprehensive membership program.

CFWC Area Vice Presidents (continued)

In conjunction with the Second Vice President (Membership Director) the Area Vice President shall assist their Districts in the development of new Clubs, membership retention and long range membership, and Federation Extension goals. In addition to these duties, the Area Vice President provides guidance and leadership in the Districts and Clubs within their Area.

An Area Vice President must be familiar with the fundamental principles of parliamentary law and with the bylaws and rules of the organization. As a member of the CFWC Executive Committee and Executive Board they have an obligation to make plans for the future development of their Area and to commit to strengthening the skills of its members.

The Area Vice President's Duties shall be:

1. Conduct Area meetings at each Executive Board meeting.
2. Become familiar with the Districts' bylaws in their Area as well as the current and future leadership potential of the Districts and of the Clubs within the Districts.
3. Attend, as often as is practicable, meetings of the Districts and Clubs within the Area. Review, with the District Presidents, Club attendance at District meetings to assure that Clubs are not losing interest in CFWC.
4. Be aware of any Clubs that are at risk and who may be on the verge of disbanding or withdrawing from Federation.
5. Plan and execute the Seminar(s) in the Area in conjunction with the strategies developed by the CFWC Membership Committee.
6. Conduct Area elections at Conventions.
7. Keep the CFWC Second Vice President and the CFWC President advised of any significant potential problems in the Clubs and Districts before they become overwhelming and unsolvable.
8. Assist Districts in developing new clubs to Federation and reinstating former Clubs.
9. Maintain a procedure book for their successor.

CFWC CORRESPONDING SECRETARY

The CFWC Corresponding Secretary:

Is appointed by the President and is a member of the Executive Committee and Executive Board. They conduct the correspondence as directed by the President, specifically for Convention, the Executive Committee and the Executive Board.

Duties: shall be:

1. Prepare the CALL to Board meetings and Conventions with the assistance of the President, (approximately six weeks before the event).
2. Be a member of the Convention Committee and assist the President and Convention Chair in developing the Convention program.
3. Keep a supply of CFWC stationery and distribute as needed.
4. Prepare a page in the CFWC Procedure Book.
5. Present workshops as scheduled.

CFWC Corresponding Secretary (continued)

6. At the beginning of the Administration, be responsible for numerous lists, letters and notes to members of the Executive Committee, Program Chairs and other members of the Board, as directed by the President.
7. Prepare the Procedure/Yearbook and any other CFWC publications if directed by the President.
8. Transfer all files and correspondence pertaining to this office to be retained along with the administrative records.
9. Maintain current listings of all board members, their addresses, telephone numbers and email addresses.

CFWC PARLIAMENTARIAN

The Parliamentarian:

Is a consultant, commonly a professional who advises the President and other Officers, Committees and members on parliamentary procedures.

The parliamentarian is appointed by the President. As a member of the CFWC Executive Committee and Executive Board, they have an obligation to keep the organization's best interest in mind and to commit to strengthening the parliamentary skills of its members.

They should be extremely familiar with the Bylaws and Standing Rules of the California Federation of Women's Clubs and *Robert's Rules of Order, Newly Revised (using the most current edition)*, and have a working knowledge of the GFWC Bylaws and Standing Rules.

The Parliamentarian shall:

- a) Be the Chair of the Bylaws Committee.
 - b) Approve bylaws of new clubs.
 - c) Be a non-voting member of the Resolutions Committee.
 - d) With the Recording Secretary, check the eligibility qualifications of those candidates nominated from the floor at the Convention.
 - e) Be available for consultation to the Nominating Committee.
 - f) Present, at the Annual Convention, certificates to members completing twenty (20) or more hours of organized study of Parliamentary Law.
1. The Parliamentarian is a resource person only and unless the bylaws specifically give her all rights of membership, it is recommended by *Robert's Rules* that they do not propose motions, enter into discussions or vote (except when the vote is by ballot).
 2. The Parliamentarian, like the President, should maintain a position of impartiality. In small boards the Parliamentarian, like the President, is usually allowed a little more freedom to enter into the proceedings.
 3. The Presiding Officer alone has the power to RULE on questions of order or to answer parliamentary inquiries. After the Parliamentarian has "expressed" an OPINION on a point, the Chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the Parliamentarian or the disregard it. Any

CFWC Parliamentarian (continued)

member who disagrees with the Chair's RULING may APPEAL THE DECISION OF THE CHAIR.

4. Before meetings, the President should confer with the Parliamentarian on the agenda in order to anticipate any problems that may arise and to avoid, as much as possible, frequent consultation during the meeting. In many organizations the Parliamentarian prepares a SCRIPTED AGENDA for the President and other officers from draft notes by the President.

At meetings, the Parliamentarian should:

- a. Pay attention to all aspects of the meeting and diagram motions and amendments to assist the presiding officer should they become confused or need assistance after a number of amendments and other motions.
 - b. Anticipate problems, be able to head them off with a few words to the Chair.
 - c. Inconspicuously call to the Chair's attention any error in the proceedings that may affect the rights of any member or otherwise do harm.
 - d. Have a copy of *Robert's Rules of Order, Newly Revised, (the most current edition)*, the Bylaws and Standing Rules of the organization and the parent organization, and the list of Standing and Special Committees, Executive Committee recommendations, business that was left left from a previous meeting (including special orders and the time they are to come before the assembly). A calendar of events and deadlines is also helpful.
 - e. Be seated next to the presiding officer during business sessions so as to be convenient for consultation in a low voice or to pass a note.
 - f. Conduct such other duties as requested by the President, such as making sure the meeting room is set up properly, including the flag and those to be seated at the head table. (She may also be requested to speak with those who have a part on the agenda to assure they are readily available at their prescribed time and are aware of any time limits.
5. As Chair of the Bylaws and Standing Rules Committee the Parliamentarian is responsible for reviewing the Standing Rules annually and the Bylaws as necessary. They prepare and present along with the Bylaws Committee, bylaw amendments according to the Bylaws, and prepare the report of the Bylaws Committee for printing in the CALL to Convention, listing present bylaws, proposed changes and rationale. It is recommended that the Parliamentarian submit these using a computer program to eliminate typing or printing errors.
 6. By custom, the Parliamentarian:
 - a. Has a copy of the President's agenda prior to the meeting.
 - b. Prepares Bylaws and Standing Rules for printing in the CFWC Annual Procedure/Yearbook. Submit these using a computer program, to eliminate typing or printing errors.
 7. Numbering of CFWC Bylaws Articles and Standing Rules frequently change, making it difficult to refer the Parliamentarian to specific Articles for reference to duties.

CFWC Parliamentarian (continued)

It is highly recommended that the incoming Parliamentarian:

- a) Read and highlight all references to the duties of this position.
- b) Make a list, by month and/or meeting, of all deadlines and procedures that must be on the agenda for each meeting. The President should have a copy of this list at the beginning of the administration and an updated list at the beginning of the second year.

The parliamentarian does not discuss the business of the organization with others, should have a good working knowledge of parliamentary procedure and strive to make the presiding officer look good. They may also be asked to give Parliamentary Law classes or workshops.

Parliamentary Rewards:

Nothing beats the pride a Parliamentarian feels when, through her efforts, a new or relatively inexperienced President has come through a meeting with skill, confidence and the desire to learn even more about Parliamentary Law.

CFWC CHAIRS

CFWC Chairs are members of the CFWC Executive Board and are expected to attend all CFWC Board meetings for the entire agenda and all sessions of the Conventions. The Chairs of Community Service Programs, Advancement Programs, Special Appointments, as established by GFWC with some exceptions, and Administrative Chairs are appointed by the CFWC President and ratified by the Executive Committee. They are accountable to the CFWC President and the CFWC Dean of Chairmen.

All Chairs must become experts in the area in which they serve. Study and investigate statewide resources as soon as appointed. Following the GFWC Convention, Chairmen will receive material from GFWC via the CFWC Dean.

You may be asked to:

1. Serve on the Legislation Committee which meets at the CFWC Board Meeting.
2. Assist with Resolutions pertaining to your program area.
3. Present workshops at conventions.
4. Travel on itinerary to Districts and Clubs.

Duties shall be to:

1. Develop the programs of work for your program area, with approval of the CFWC President and Dean. Proposed projects require adoption by the Board in July following the election year Convention and may require Finance Committee approval prior to being submitted to the Board.
2. Prepare and give an oral report and distribute any important program information at the July Board Meeting.
3. If there is no District Chair, send the information to the District Dean of Chairmen. If there are printed hard copies, the District President and District Dean shall receive theirs at the CFWC Board meetings.

CFWC Chairs (continued)

4. Prepare and distribute a minimum of three articles per year, using the CFWC Quick Bytes or directly sending them to the District Chairs. If there is no District Chair, send the copy to the District Dean of Chairmen. If there are hard copies, the District President and District Dean shall receive theirs at the CFWC Board meetings.
5. Keep in touch with your GFWC Chair, and District counterparts.
6. Meet all deadlines.
7. Keep the CFWC Dean informed of your activities.
8. Subscribe to the GFWC and CFWC Clubwoman magazines and other publications pertaining to your program area or seek sponsorship to enhance the success of it. These may require approval by the Finance Committee and CFWC Board.
9. Secure at least three judges from outside the organization who are knowledgeable in your field to judge the annual Club and District reports.
10. Be aware that a budgeted allowance is granted for full Board and Convention attendance (prorated for partial attendance).
11. Accept itinerary to District and Club meetings. (Itinerary reimbursement will be made in accordance with the CFWC Bylaws and Standing Rules.)
12. Submit proposals for attendance at meetings outside of CFWC to the State President for approval and reimbursement as per the CFWC Bylaws and Standing Rules.
13. Research State of California boards, commissions, agencies and other organizations operating in the area of your responsibility. Get yourself on mailing lists, subscribe to publications, and ask to be placed on pertinent boards and commissions.
14. Keep alert to state and federal legislation that falls within your program area and ask the CFWC Legislation Committee for support. Legislation that falls within GFWC or CFWC Resolutions should be supported and followed.
15. If asked, prepare a workshop at Conventions.
16. Assist the CFWC Dean in preparing the awards presentation at Conventions.
17. Notify the CFWC Dean if not attending a Board or Convention so that the Dean may make the necessary reports or announcements.
18. Detailed procedure and policies will be presented to the Chairs by the CFWC Dean of Chairmen.

Chairs of Committees:

Duties for Standing and Special Committees are outlined in the CFWC Bylaws and Standing rules. Further duties can be found in procedures from your predecessor, the CFWC Procedure/Yearbook, *Federation at a Glance*, this *Guide*, and in consultations with the CFWC President and Dean.

CFWC DISTRICT PRESIDENT

The District President:

Is a member of the CFWC Executive Board and is expected to attend all CFWC Board meetings for the entire agenda and all sessions of the Conventions in order to receive all important information. The District President is the highest District Executive Officer and is the liaison between *GFWC/CFWC* and the Clubs within the District. They have the

CFWC District President (continued)

responsibility to keep specific State Officers informed on the various aspects of their District's activities as needed or requested and are accountable to the State President.

The District President shall:

1. Have a thorough knowledge of their District's bylaws, standing rules, policies and a working knowledge of CFWC, its purpose, mission, programs and organizational procedures. They should be familiar with the CFWC Bylaws and Standing Rules.
2. Bring all information, goals and programs regarding GFWC and CFWC to the members of the District. District Officers are also responsible for leadership development, training and problem solving at District and Club meetings. They attend the Area Conferences, Western States Region and GFWC Convention and brings additional information and training to the District membership.
3. If unable to attend a CFWC Board meeting, arrange for the District Dean or another District Executive Committee member to attend the meeting (with a vote) and attend the President's Dinner. It is important that the State President be notified as early as possible prior to the CFWC Board meeting when the District President will be absent and if an alternate has been selected.
4. Be responsible for sharing with the appropriate Officers or Chairs all information received, weather it is via email or hard copy.
5. Invite other members from the District to attend State Board meetings, especially when the meeting is nearby. All members are welcome to attend any or all sessions of the State Board meetings.
6. Be willing to ask for assistance from CFWC Officers before a problem grows too large to be handled comfortably. CFWC Officers may attend District meetings without an official invitation.
7. Maintain a positive attitude that becomes contagious to other officers and members of the District.
8. Assist with the organization of new clubs. This is an important part of the work of the District. The President and the Membership Chair should furnish the leadership and share information from CFWC to help accomplish the successful development and establishment of new club and new sections for members who cannot attend daytime meetings, the CFWC Membership Team will assist.
9. Provide leadership training at all District meetings. CFWC Officers and Chairs are available to assist.
10. The updated CFWC Procedure/Yearbook is to be ordered in the odd numbered years. If ordering printed copies, make checks (payable to CFWC) and should be accompanied with the CFWC Yearbook Order Form. Each District President and each Club President receives one free electronic copy.
11. Prepare in a timely manner all reports and information requested. Meeting Deadlines is extremely important. If one District is late, the whole State Federation suffers the consequences.

CFWC District President (continued)

State Executive Board Meetings:

When a CFWC Board meeting is held in your area, the CFWC President or Meeting Planners may ask one or two Districts close to the meeting site to provide amenities (snacks/decorations).

At State Convention:

There is a Pre-Convention Board meeting that the District Presidents and District First Vice Presidents (Dean) are expected to attend. The CALL to the Convention should be sent at least six (6) weeks prior to Convention. Encourage the Clubs in your District to send a full complement of delegates to the Convention. The District President heads the District's delegation and shall sit next to the District Banner, followed by the First Vice President (Dean) and other Officers of the District. It is the President's obligation, as well as other delegates who attend the Convention, to participate in workshops and all sessions.

Attire:

Board meetings are working meetings and comfortable business attire is recommended. It is advisable to bring a jacket or sweater as air conditioning is often unpredictable. The Saturday Board Banquet is customarily dressy. Guests are always welcome.

Area Meetings at Conventions:

All members attending the Convention of the California Federation of Women's Clubs are invited to attend their respective Area meeting. Voting Delegates will be admitted to the meeting room first. Non-voting members will be admitted as space allows. (See "Executive Board" page in this *Guide* for details of election procedures.)

Awards and Honors Received:

When the District is called to receive an award, the Chair (if present) should accept it. This is her moment in the SPOTLIGHT! Copies of the award could be made for the District President's Book and the Chairman's Procedure Book. Some District Presidents prefer to accept the District Award with the Chair, which is acceptable. Clubs should always receive their own award, but in their absence, the District President will receive the honor.

General Federation of Women's Clubs International Conventions:

The Annual Convention of GFWC is held in June and the CALL is published in the GFWC Clubwoman magazine. Clubs are allowed one voting delegate for every 25 members, or major fraction thereof. District Presidents (or their alternate), State Officers and State Program Chairmen are also voting delegates to the GFWC Convention.

Western States Region Conference:

This conference is usually held annually in the Fall, in one of the states in the Region, namely: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming. (See "Executive Board" page.) Only the District President receives the CALL to this Conference. It is their responsibility to distribute the agenda, meals scheduled and registration information to the Clubs within the District. Any

CFWC District President (continued)

GFWC/CFWC dues paying member (Affiliate Clubs are not included) may attend as a voting delegate.

Itineraries:

Schedule desired itineraries early. CFWC Summer Conference is a good time to observe the State Officers and Chairs. Most of the CFWC Officers and Chairs bring their calendars to this meeting to schedule itinerary at District meetings. Offer home hospitality when possible and other opportunities for your guest to network with your members. (See “Executive Board” page.)

CFWC Procedure/Yearbooks:

It is the responsibility of the District President to order the required number of Procedure/Yearbooks in even-numbered years and updates to the Procedure/Yearbook in the odd-numbered years. When ordering, checks (payable to CFWC) should accompany the order. Each District President and each Club President receives a courtesy electronic copy of the Procedure/Yearbook and the mid-administration update.

Club Information (Dues Remittance) Form:

It is the responsibility of the District President to see that all Clubs submit the CFWC Club Information/Dues Remittance form to the District prior to the District deadline.

Dues:

It is the District President's responsibility to see that the CFWC and GFWC per capita dues are sent to the CFWC Financial Secretary along with the Club Information/Dues Remittance form by the deadline date. Affiliate Club information and monies should also be sent to the CFWC Financial Secretary by the deadline date.

It is most important that you stay on top of this as it could be your only indication of Clubs who are in trouble or at risk of withdrawing from CFWC. Keep in close touch with your Area Vice President and the CFWC Membership Director.

It should be noted that each member who joins a GFWC/CFWC Club through their dues automatically becomes a member of their District, CFWC and GFWC. The “Club” holds the members' dues (for all levels of Federation) in trust until such time as they are to be sent to the District Financial Secretary or Treasurer. THE “CLUB” DOES NOT PAY THE FEDERATION DUES– MEMBERS DO. Consequently, Clubs should hold the members' Federation dues as “Trust funds” and not co-mingle them with the Clubs' general funds: Affiliate club dues do NOT include an amount for GFWC dues and their membership number is not included in the summary of California Federation members.

District Changes:

It is extremely important that all changes in personnel at the District or Club levels be reported to the State President, and to the Corresponding Secretary as well as any pertinent Officer or Chair.

CFWC District President (continued)

Suggested Procedure Within the District:

1. Teach by example. Use good parliamentary procedures, correct protocol, have a positive attitude and say nothing negative about others, GFWC, CFWC, your job or how someone else has done a job. Most of all be kind to each other. If assistance is needed in any of these areas, please ask for help from CFWC Officers or Chairs. Purchase a copy of *Federation at a Glance* and obtain copies of the CFWC Procedure/Yearbook for distribution to District Officers and Chairs who do not have their own.
2. Work with all District Officers to set goals, develop plans, set special meetings and/or events for the Administration. Be a united team.
3. Assure that all District Officers and Chairs receive procedures from their successors and are given a detailed orientation on their responsibilities and what is expected of them. They should be encouraged to develop and create their own ideas and goals for carrying out their duties.
4. Each District Officer and Chair should work directly with their Club counterparts. If the Club does not have certain chair, then work with the Club Dean.
5. Use a “scripted” agenda for all meetings and give each District Officer and participant a copy of the agenda.
6. Start meetings on time, end on time, and put some fun and humor in your meetings. It is possible to have fun and still get the job done. Be sure to schedule time at each District meeting to bring to your members information received at State Board meetings. This is why they pay dues to District, CFWC and GFWC. It is your responsibility as District President to see that this circle of information is not broken.
7. Plan to distribute information from the State Board in a timely manner. Hold separate meetings with Club Presidents and ask the District Dean to meet and distribute information to the District Chairs.
8. Attend as many Club functions as possible and invite other District Officers and Chairs to attend with you.
9. Attend community-based meetings and events of importance to the District and Clubs in order to get the name of CFWC into the community. Network within your District as much as possible.
10. Assist Clubs with fund raising by inviting all Clubs within the District. Supporting each other is part of a team effort.
11. Keep good records, receipts and reports for your successor.
12. Purchase small gifts to give to the Officers, Chairmen, speakers or whoever you wish to thank on occasion.
13. Keep the Officers, Chairs, Club Presidents and all members informed of meetings, proposed projects or planned changes. Informed members are happy members.
14. Invite the State President to visit the District to speak at least once during the Administration.
15. Introduce the State President. The membership rises in recognition of the OFFICE one time only.
16. Communicate with all members through a District Newsletter, by phone, email, or in person. Personally stay in touch with members who miss a meeting and direct a list of

CWFC District President (continued)

items for the “telephone committee or email tree” (if there is one) to share with all members.

17. Direct the official correspondence of the District. The Corresponding Secretary should be responsible for conducting the correspondence.
18. Keep a list of Clubs that are incorporated, communications from the Secretary of State’s Office and other important information in the President’s Administrative files. (Copies of these should also be in the Secretary’s and Treasurer’s files.)
19. CFWC has an IRS Group 501-C 3 exemption. To obtain detailed information as to whether your club is part of the group exemption, contact the CFWC Director of Finance. Should you need to check your club’s status, the District President or District Treasurer should have a list of the clubs which have opted for the group filing. Clubs must file their own Federal and State taxes, the Statement of Information from the Secretary of State’s office, the annual forms: RRF-1, CT-1 as well as registering any raffles with the Registry of Charitable Trusts.
20. Analyze the District membership. Keep abreast of changes in membership, changes within communities, and guide the District to accommodate any needed “changes”. Interests change, members change, communities and Clubs change so the focus of the Clubs may change yearly. Plan to have membership surveys and/or rap sessions to determine the interests and concerns of the majority of the members and guide your District in that direction.
21. Place everything on a master calendar (CFWC, District, Club meetings and events.) Also include deadlines on this calendar according to CFWC and District Bylaws and Standing Rules.
22. Set up a time for long range planning.
23. Delegate– be a part of the TEAM!
24. Do not plan to change things without consulting the Board. Most of all, don’t “spring” surprise changes! Members typically don’t accept this type of change well. Keep control of the meetings. If a member asks a question of another member, repeat the question and ask the person to answer it.
25. If two or three members start talking together, tap the gavel once and ask that all remarks be addressed to the Chair. Call only on Officers, Chairs or members who have a report. Encourage members to ask questions. Discourage negative remarks. As President always remain neutral.
26. Give credit to others. Members will work harder if credit and compliments are given.
27. Evaluate District meetings and attendance at District meetings. Take any necessary action to make meetings more effective.
28. See that Committees meet and goals and timelines are established and met.

DISTRICT FIRST VICE PRESIDENT/DEAN

District First Vice President/Deans:

Are members of the CFWC Executive Board and are expected to attend all CFWC Board meetings for the entire agenda and all sessions of the Convention. They serve on the Board

CFWC District First Vice President/Deans (continued)

and are to obtain information for the District and develop skills needed to assist in developing future leadership roles for themselves as well as to build leadership within the District. Deans are accountable to the CFWC President and the CFWC Dean of Chairmen.

The District Deans are responsible for working with the District Presidents and assisting the District Chairs in all aspects of their program areas and reporting procedures. One of the most important aspects of the Dean's job is to motivate the membership and cultivate vital and notable community service projects with the Clubs.

District Deans will assist with annual District Reports, as required, and ensure that the District reports are sent on time to the CFWC Dean and the proper State Chairs.

Duties at State Board Meetings:

1. Notify the CFWC Dean of Chairman if unable to attend CFWC Board Meetings and, Conventions.
2. Meet with the CFWC Dean of Chairmen during the Board meetings to obtain information and training.
3. Attend and participate at the Dean's Dinner at State Board meetings.
4. Become acquainted with the State Chairs.
5. Read all information given to you and take detailed notes to share with the District Chairs and Club Deans

Other Duties shall be to:

1. Read and study District and CFWC Bylaws and Standing Rules, GFWC/CFWC Resolutions and Policies, *Federation at a Glance*, this *Guide* and become familiar with the CFWC Procedure/Yearbook pages pertaining to all program areas and Report Writing information.
2. Interpret and share GFWC/CFWC programs and reporting information with all District Chairs and Clubs within the District.
3. With assistance from the District President, develop and present workshops.
4. Distribute information from the CFWC Chairs to the District Chairs and Clubs in the District.
5. Be sure that all District Chairs have detailed procedure books that are passed on from year to year and that they fully understand their duties.
6. Assist Clubs with projects and act as an informational resource.
7. Report at each District meeting with updated information.

DISTRICT PRESIDENT ELECT

The District First Vice President:

May automatically become the President at the end of the administration or they may have to be elected President (and may also be the Dean of Chairmen) depending on the District bylaws. In any case, they hold the highest leadership position next to the District President. If you are also the Dean, you should read and follow procedures for Deans and Executive Board members in this *Guide*.

CFWC District President Elect (continued)

In the interim between becoming President Elect and taking the office of President, the time should first be spent making sure you have completed your duties as Dean/First Vice President and that all papers and books are delivered to your successor.

REMEMBER, YOU ARE THE PRESIDENT ELECT! Give support to the current administration and be an active part of the administrative team. Keep yourself well informed at all times, as you may be required to assume the duties of the President at any time if the President is unable to serve.

Be a good listener and have an “open-door policy” with the members. Encourage, support and give congratulations for a “job well done.”

Look at District and Club members’ skills and accomplishments and understand their responsibilities outside the Federation. This will be invaluable to you as you begin to make appointments and encourage members to begin their Federation journey.

Once you have completed the duties of your previous office or as you are completing those duties, begin preparing for your term as President and outline goals and visions for the new administration.

CLUB PRESIDENT

The Club President:

Is a member of the District Executive Board. They are expected to be an active member, taking part in discussions and the policy making of the District and are the official representative for their Club. The Club President is the highest Executive Officer and receives awards and honors for the Club. They shall appoint Officers and Chairs and carry out other duties as prescribed in the Club’s bylaws and standing rules. They preside at all meetings of the Club, Executive Committee and special meetings.

Suggested Duties:

1. Develop plans for your administration and set special meetings and/or events in consultation with the Executive Committee (or Board).
2. Prepare “scripted” agendas for all meetings, giving copies to the members of the Executive Committee and other participants for the meetings, they should also be in contact with all Officers and Chairs prior to the meeting to ensure that each member who has a part in the meeting is prepared.
3. Have a communications committee to assist with planning for club events. Communicate with all members through a Club newsletter, email tree, by phone or in person. Stay in touch with members who miss a meeting.
4. Direct the official correspondence of the Club. The Corresponding Secretary Is responsible for transacting written communications.
5. Keep a copy of the Articles of Incorporation, Federal Identification number, Communications from the Secretary of State’s office, 501-C(3) status (IRS, Franchise

Club President (continued)

6. Tax Board, Registry of Charitable Trusts) and any other documentation pertaining to the legal and administrative affairs of conducting the Club business. Copies of all the above mentioned items should also be in the Procedure Books/files of the Recording Secretary and Financial Officers.
7. Be aware that all Clubs need to file their own taxes and maintain their 501-C(3) status.
8. Keep abreast of the desires and concerns of Club members. Make adjustments where necessary. Provide the needed service within the community. Keep the individual membership happy and involved.
9. Have a master calendar of State, District and Club events. Meet all deadlines as required by District and Club Bylaws and Standing Rules.
10. Have a long-range planning meeting where all members express their ideas and goals.
11. Designate responsibilities. Encourage the members to become involved in order to have a strong “team”.
12. At meetings, assign as much of the work as possible to others. Don't “hog the show” or try to do it all yourself. This makes members recognize they have value.
13. Keep control of the meetings. If a member asks a question of another member, repeat the question yourself and ask the person to answer it. If two or three members start talking together, tap the gavel once and ask that all remarks be addressed to the Chair. Call only on Officers, Chairs or members who have a report. Encourage members to ask questions but discourage negative remarks. As **President** always **remain neutral**.
14. Give credit to others. Members will work harder if credit and compliments are given.
15. Evaluate the work the Club is doing in the community to make sure it is relevant. Evaluate all aspects of Club happenings to make sure the community needs and individual needs are being met. Evaluate the meeting, and the attendance at meetings. Talk to others on how to put more life into meetings.
16. See that Committees set goals and establish timelines.
17. Most of all have fun during your administration conducting worthwhile community service projects.

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