

# **Business Women of Blairsville, dba Tri-State Business Women Policies and Procedures**

## *Introduction*

TSBW strives to be an effective professional association that serves its members by being a venue for entrepreneurial women in Union and surrounding counties to support one another in continuing professional growth through the interchange of information in fields of interest to members, continuing education, professional development, networking, and marketing.

Officers and members at large serving on the TSBW Board have a duty of care to set policy and direction and a standard of care to act in good faith in a manner believed to be in the best interest of the association, including reasonable inquiry that an ordinary prudent person in a like position would use under similar circumstances. Board members in general are entitled to rely on information supplied by officers, experts and committees with respect to matters the Board member reasonably believes to be within the competence of such persons.

These policies are designed to establish parameters for the accomplishment of Board goals, establish relationships of accountability, and provide clarity regarding the standards by which the Board's and committees' work will be conducted and accomplished. Where organizational policies and procedures are specified in the Articles of Incorporation and Bylaws, they are not repeated here. Administration

The business address of the President shall be the official address of the Association. All permanent records, including but not limited to, minutes, financial records, membership information, history of activities and events, and publications shall be maintained at the location designated by the responsible officer, director, or committee chair.

## **Board of Directors**

The President shall determine time and location of Board meetings and prepare an agenda. Members who wish to place an item on the agenda should contact the President in advance and should submit any background information required for distribution to the Board. The President shall have the discretion to table any agenda items not submitted in accordance with this procedure.

The Board members responsible for agenda items will prepare and distribute all reports and information relevant to Board meetings at the beginning of the meeting; such materials will include, but are not limited to, agenda, minutes of the previous meeting, reports regarding committee activities, financial reports, strategic planning updates, and supporting materials related to items on which the Board may be requested to take action.

Minutes of Board meetings will be prepared by the secretary, approved by the President before distribution to the Board, and approved by a majority vote of the Board at the next Board meeting. As a general rule, the minutes will be sent to Board members within one week after the Board meeting.

### **Code of Ethics**

The TSBW Code of Ethics will be provided to all members. New members will receive these items and will be asked to sign an agreement to abide by them as members of TSBW.

### **Committees**

Committees are designed to ensure member involvement in the planning and execution of TSBW activities and events. As a member in good standing, each member is highly encouraged to be involved in the planning and /or implementation of at least 1 planned event per year. The Board of Directors may at their discretion offer certain benefits for such participation. If possible, it is recommended that committee chairs be recruited from active members of the committee to provide committee continuity. Current standing committees shall be:

#### **Events**

The Events committee shall deliver social, educational and business opportunity events that will provide TSBW members with a venue to meet, maintain contact with, and share ideas with each other.

## **Membership**

The membership committee has two primary goals:

### **1. Increase membership**

The membership committee shall follow up on inquiries regarding new membership. When a fully completed new member application with dues is submitted to the Treasurer, she will share that information with the Web Master and Membership Chairperson.

The Membership Chair and one other Board Member will meet with the new applicant at their earliest convenience. This meeting will be to review the application and to discuss mutual expectations and obtain agreement and signature on the organization's Code of Ethics. The Membership Chair will have final approval of new membership.

When a new member is accepted for membership, the membership committee will request a member to volunteer to partner with the new member. This partnership is designed to make the new member feel welcome, learn more about TSBW and better understand how TSBW can benefit her and her business.

### **2. Help retain current membership**

The membership committee is responsible to see that each current member has a completed application form on file and will ensure that this information has been forwarded to the Web Master and Membership Chairperson, and other members as needed.

The membership committee shall contact absentee members. Attendance will be noted at each meeting in order to follow up on members who have not been able to attend.

## **Parliamentarian**

The Parliamentarian will ensure that meetings follow the most current edition of Robert's Rules of Order Newly Revised, when applicable, to insure the meetings are enjoyable to all.

## **Programs**

Program committee will develop and implement educational and informative programs of approximately 20 minutes in length for every general membership meeting in accordance with TSBW's Purpose as stated in the Bylaws.

## **Publicity**

Publicity committee will actively promote TSBW's programs, activities and events via all venues.

## **Sunshine**

The Sunshine committee is responsible for all thank you notes, get well cards and the like.

## **Committee Guidelines**

The Board of Directors shall provide oversight to committees through the individual committee chairs' communications with the Vice President. Committee chairs will prepare agendas, set meetings, prepare minutes, send mailings and initiate other communications to committee members as needed. Committee chairs will be requested to provide periodic written activity reports to the Board of Directors at the request of the President. Committees are encouraged to combine their individual efforts whenever appropriate. Each committee has the right and the responsibility to create and then implement the appropriate activities that are in the best interest of TSBW without board or membership approval provided these activities are within the scope of the Bylaws, Policies & Procedures and Code of Ethics and do not require board approval for the release of funds. Committee meetings shall not be held concurrently with any other TSBW activity.

The Vice-President is an ex-officio member of all committees.

## **Communications**

The President is the official spokesperson for the Association.

Public statements can be made when they further the mission, goals and strategic plan of TSBW.

Communications to members should be consistent, professional, and responsive, using available technologies and appropriate mechanisms.

### **Document Distribution**

Whenever possible documents, including but not limited to, membership meeting minutes, board meeting minutes, committee meeting minutes, financial reports, Bylaws, Policy & Procedures, Code of Ethics, and Conflict of Interest should be dispersed digitally.

### **Dues**

Dues are either \$30 for 6 months or \$60 for 12 months based on a calendar year. Dues for new members shall be pro-rated for the current dues period.

### **Mailing Lists**

TSBW will not rent, sell or trade its member mailing list to any third party.

### **Member Involvement**

TSBW strives to be an inclusive association with member involvement and participation. Members who indicate a willingness to serve in a volunteer capacity shall be welcomed and encouraged by the committees. This involvement should include all tasks appropriate for volunteers. Committee Chairs shall see it as part of their responsibility to identify and develop future committee chairs by providing opportunities to serve, recognition and appreciation for service and a spirit of cooperation and collaboration in the exercise of volunteer activities. Members who contribute to TSBW's volunteer efforts should be provided clear assignments regarding scope of tasks, accountability, deadlines, resources, and outcomes. Committee meetings should be well-run, efficient, effective, and inclusive, remembering that volunteers are giving their time.

### **Membership Meetings**

Since one of the primary purposes of the association is networking, all members are strongly encouraged to attend a minimum of two membership meeting each month.

General membership meetings are not the forum for committee business. Committees are welcomed and encouraged to bring finalized plans ready for implementation to general membership meetings.

### **Professional Development**

TSBW is committed to professional growth through lifelong learning and to helping its members in achieving excellence in their individual professions. Activities will be included throughout TSBW's programming to educate members and provide leadership in their professional development.

### **Reimbursement**

Directors, committee chairs and members are entitled to be reimbursed for printing costs associated with mass reproducing TSBW documents.

### **Strategic Planning**

The TSBW Board of Directors shall regularly engage in strategic planning activities and subsequently monitor the progress made on achieving the planned program of work. Committees, programs, and events shall be determined based on this planning, and the annual operating budget shall be designed to allocate resources for the achievement of established plans.