



CLUB ADMINISTRATION

Hello Club Presidents, Executive Members, Planning Councils:

On behalf of CFUW Ontario Council Board of Directors, I thank you for leading your club for the 2020-2021 term! I wish you and your executive every success in the coming year! Ontario Council clubs are facing altered circumstances, as is Ontario Council, and I wish to emphasize that the Council exists to serve the members and we are here to assist in whatever your needs may be.

These six documents along with the booklet *CFUW Ontario Council and Your Club Executive* and material from CFUW National should be of assistance to you as you begin your term as a member of your Club's executive, or end one.

Throughout the year you will also receive our newsletter, **OC News**, with stories of club activities, Speaker Series/Workshop programs, and our advocacy activities.

Thank you for volunteering to help and to be a part of CFUW. We do appreciate it so very much.

Yours truly,

Sandra Thomson
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Women Helping Women

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Club Executive End of Term Checklist



OUTGOING PRESIDENT OR LEADERSHIP

- Co-chair the Club's turnover meeting – old and new executives together. Collect any Leadership materials from Ontario Council and National (including the club USB from National if available) and important club documents from the previous year
- Meet with outgoing and incoming treasurers simultaneously to get a current “snapshot in time” of club finances. Ensure all documents related to the job are turned over. The incoming treasurer should arrange the change of Club signing officers with the bank according to the club's Constitution and By-Laws
- Meet with incoming and outgoing membership chairs simultaneously to discuss current position of membership numbers and membership recruitment and retention ideas and initiatives

EXECUTIVE COMMITTEE

- Slate of Officers is complete and voted on by the general membership
- Establish meeting date for official transfer of information to new executive
- Executive Manual for each executive position has been updated/ revised

Content suggestions:


Executive contact information, meeting dates, Articles/Bylaws, portfolio responsibilities, communication plan, calendar, financial policies, sample forms, Insurance certificate

- Club AGM executive reports are complete and published/shared with general membership


- Executive meeting dates and location are being arranged in cooperation with the new President
- Executive members should subscribe to the Ontario Council and National publications
- Develop a relationship with the incoming club president/leadership that supplies ongoing support for transition and leadership continuity

FINANCIAL CONSIDERATIONS

- A financial review is in place for the end of the current financial year.
- A budget for the coming year has been passed at the club's AGM or other specified meeting.
- To the extent that club funds allow, the budget should include club attendance/representation at:
 - Fall Gathering
 - 3 Speaker Series/Workshops/Standing Committee Meetings (Ontario Council)
 - Provincial Council AGM
 - National AGM
- Bank signing authority has been updated with at least 2 people to sign
- Deadline to pay Club membership dues has been communicated to the general membership
- A fundraising plan to support scholarships has been developed or is in place



Club Executive Incoming Checklist



We recognize that each club may have a different governance model. If so, determine roles and potentially different timing for taking these roles, perhaps to cover vacations and extended winter holidays.

Outgoing executive should be available as much as possible to encourage, support, and mentor the incoming executive.

As soon as possible after club elections:

- Prepare for the Club's turnover meeting – old and new executives together. Collect any materials and other important club documents from the previous year.
- If all executive positions have not been filled, arrange coverage of these positions with members of executive or recruit club members to cover the positions.
- Meet with outgoing and incoming treasurers (at the same time) to get a current “snapshot in time” of club finances. Ensure documents related to the job are turned over – cheque book, financial records, ledgers, etc. The incoming treasurer should arrange the change of Club signing officers with the bank according to the club's Constitution and By-Laws.
- Meet with incoming executive to plan for the coming year – executive meeting dates, review club Constitution and By-Laws so that all executive members are familiar with it, etc.
- Meet with incoming and outgoing membership chairs (at the same time) to discuss current position of membership numbers and membership recruitment and retention ideas and initiatives.
- Make plans to meet with your Regional Director, who is your key contact person between you and CFUW Ontario Council and National. Invite her to a club

meeting or event.

- Do check that:
 - You submit the names and contact information of your club's officers (specifically the President, Treasurer, and Secretary) to the OC Secretary immediately after the election to ensure continuity. In addition, do not forget to update the club executive information on the national membership site www.cfuwmembership.org which is due typically by June 30. To gain entry to the site, obtain club's unique password from the outgoing president or Member Services (cfuwgen@rogers.com)
 - The program speakers and special events are set for the coming year by meeting with the Program Committee.
 - The information for the Program Brochure has been compiled and distributed to club members.
 - The program, current executive changes, and committee chair and convener information is put on the Club website.
 - A plan exists to attract new members, and a membership retention plan is in place.
 - There is a strategy for club promotion within the community.
 - Advocacy initiatives have been identified for consideration.
 - Calendar for the upcoming year has been reviewed and known events included.
 - The club has received the Insurance Certificate for the year from OC President
- Prepare items for September newsletter – introductory info, welcome message, etc.
- Depending when the changeover date is and after checking that your budget can support attendance, make arrangements to attend the Ontario Council AGM (usually in May), or to send a delegate in your place to represent your club. If no one from your club can attend, provide your proxy to your RD. Likewise for the National AGM (usually in June). If either of these meetings will be virtual, check with your RD for the proper procedures.
- Determine which club members will be attending the Ontario Council Speaker Series/Workshops sponsored by the Ontario Council Standing Committees held in Toronto in the fall and spring and will be reporting back to the club.

Suggestions for Running an Effective Meeting

1. Organizing the meeting:

- Determine meeting goals and content – this will drive the priorities and the agenda
- Prepare an agenda and determine the length of the meeting – see sample agenda framework below
- Determine who will lead each discussion topic
- Determine the appropriate attendees and experts to speak to specific topics. Discuss their subject, the time allowed for their item, and the information report required for circulation to attendees three days prior to the meeting.
- Estimate the time to assign to each discussion topic to ensure all topics can be adequately covered during the time scheduled for the meeting
- Nominate a secretary to take minutes and notify them in advance, if a permanent secretary is not already identified
- Send out agenda and meeting materials (i.e. prior meeting action items, presentations, reports, motions to be voted on etc...) at least three days prior to the meeting. Note: if there are decisions required, and if there are specific motions to be tabled, these should be provided by the originator to the Chair and secretary before the meeting.

2. Basic Meeting Procedures:

- Follow Agenda (See sample)
- Use Robert's Rules of Order as a reference for meeting protocol
- Review and approve minutes of previous meeting and highlight outstanding action items
- Ensure motions are properly drafted and voting procedures followed.
- If guests are invited for specific subjects only, arrange the agenda so they can speak early in the agenda for a specific time.

3. Hints for Leading the meeting:

- The Chair or meeting leader has the authority to lead the meeting and acts as a facilitator. The facilitator's job is to keep the meeting on track and to ensure it meets its goals. If a more formal meeting style is considered appropriate, all questions or permission to speak should go through the Chair. She has the ability to cut discussion short and determine if conversation between attendees is out of order.
- Start the meeting on time and follow the agenda
- Things to keep in mind for virtual/web meetings:
 - Consider muting all attendees except for the speaker(s)
 - If possible, record the meeting for future reference. In any case, always have a secretary taking minutes for circulation afterwards
 - Encourage meeting attendees to turn on the video camera. This makes it easier on the facilitator to be able to read body language and manage the discussions
 - Consider how you will be handling voting during your meeting (i.e. raised hands, calling on individuals for their votes etc...)
 - Consider how you will facilitate discussion (i.e. call on attendees in alphabetical order, as names are listed for the web meeting etc...) so that all attendees have a chance to speak to each item
 - Check in occasionally with the secretary to ensure she is following along
- If a discussion item is taking longer than planned for, consider other options for addressing the issue (i.e. create a parking lot, agree to an offline conversation or a follow-up meeting). Ensure all attendees who want to speak have an opportunity to do so either at the meeting or in subsequent discussion.
- As the facilitator, control the garrulous and draw out the silent.
- Be sure to end the meeting on time
- When closing the meeting, the facilitator should provide a brief summary and an overview of the action items

4. After the meeting:

- The secretary should send the meeting minutes to the Chair for her review and approval as soon as possible after the meeting.
- The minutes, along with any additional meeting materials not sent out in advance, should be circulated to the attendees as soon as possible after the meeting.
- Action items should have owners and due or update dates
- Ask for and encourage feedback so that meetings improve over time and the Chair/leader also improves her facilitation skills

Sample Agenda Framework

Every agenda and subsequent meeting minutes should contain the following:

- Date and time of the meeting
- Meeting location
- Name of meeting Chair/leader
- Names of all invitees and regular attendees
- Agenda items :
 - Land acknowledgement
 - Opening remarks and introductions of guests by Chair
 - Approval of previous minutes
 - Review of action items (may be part of reports by officers)
 - Reports from the Executive, Treasurer's update, ongoing activities by other officers, special updates and introduction of new business.
- Summary: Decisions reached and outstanding actions items
- Time of meeting adjournment
- Date, time and place of the next meeting

Updated: July 2020

Clubs and Your Community

Ontario Council Clubs act as local change agents through community service, by partnering with other community groups, or working on their own. Suggestions for community service projects are presented by engaged members who are willing to take the lead, approved by the Club’s Executive, and if the project involves budgets and expenditures, authorized by the membership. In addition to working towards “the common good, locally”, the Club’s profile in the community will be raised and more involvement from members may be generated.

Examples of types of partnerships

- Fundraising for local, national or international organizations
- Volunteering and providing support for other organizations, municipalities, schools, shelters for women/children, libraries, the Y, etc.
- Sponsoring, hosting, and supporting community events
- Coalitions with other like-minded organizations, women’s advisory groups, or councils for a cause (e.g., environment, poverty, childcare, gender equality, literacy, health)

Finding a partner

Word of mouth from members & friends
Community information service
Library

Local community newspaper
Program speaker
Approach from an organization

Considerations before partnering

- Are the values of the organization compatible with CFUW Ontario Council?
- Is the partnership for a single event or is it a long-term commitment?
- Is there a financial commitment?
- Who in the Club manages and reviews the partnership?
- How are your members involved?
- Will the partnership be casual or formal?

- Is there a written contract or is it verbal?
- Are there Terms of Reference for coalitions?
- How is the partnership terminated?
- How do the representatives/volunteers report to the Club Executive?
- Will there be newsletter articles or reports to the members?

Publicize the partnership and educate/update members through:

- Articles in the newsletters and reports to the Club Executive
- Thank you notes to partners, ensuring that they remember and recognize the help
- Press releases and articles to the media as approved by the Club Executive
- Social media

Considerations when Club launches its own project

- What is the Club's commitment (financial, human resources, duration, involvement)?
- Who will create the Terms of Reference?
- How will the project be governed? Will there be regular reports to the Club Executive and what items are expected to be reported on? What decisions can the project representatives make and what decisions must the Club Executive make? Who will manage the risks of the project?
- How will the project be financed? Who will handle the money? What financial reports will be made to the Club Executive and how often?
- Are governments and government grants involved?
- Is there a legal commitment?
- How is the project terminated?
- How and when will the project be reported to the Club members?

Starting and Energizing an Issues Group

What is an Issues Group?

Quite simply, it is a group of women gathering to discuss current issues, and developing some plans for action. An Issues group can range from the very informal, to a structured interest group, with the Chair as a member of the Board or Executive.

Why Start One?

One of CFUW's main purposes is to promote the common good locally, nationally and internationally, and to advocate for the equality of women and girls. An "issue" is where it all begins. Starting an Issues group can be an opportunity for life-long learning, civic engagement and even a bit of fun.

Getting Started

If you would like to start a group to discuss and work on advocacy issues within your Club, first speak to your Club's Interest Group leader or your President. Like any other interest group, you would usually start this by signing up members at the beginning of the CFUW year in September. It is OK to begin small and even to stay small!

Alternatively, you might start with a small group of people that you know are interested in advocacy, just to test the idea first.

Kitchen Table Talks

So many of our meetings, as with meetings around the world, are held at the kitchen table. As with family dinners, it is a comfortable way to talk and discuss.

Organize your meetings either based on a single topic that everyone has been challenged to find out something, or allow each person to bring something of concern to the table. There is no need for action, it is simply awareness and education.

You can begin by looking at issues that are easy to discuss/study. For example:

- Use newspapers and/or news articles, and take action items from CFUW newsletters to spark discussion;
- Issues that are important to members individually;
- Newly adopted CFUW resolutions that have come with suggested actions and advocacy materials in the Fall, but don't feel limited to the adopted resolutions;
- Key issues within your own community or within your province; and
- Books, usually non-fiction, that are of interest to the group.

Like other interest groups, try to meet on a regular monthly basis. Some Club Issues Groups have gone on

field trips, had guest speakers, organized film screenings, etc.

Taking Action

There may be times when you wish to move beyond studying and debating issues to take some sort of action, such as writing letters to or meeting with your local politicians, organizing a public event, and/or working on the adopted resolutions. Always discuss this with your President. Please familiarize yourself and your members with the *CFUW Ontario Council Guidelines for Advocacy*.

The Club receives emails both from CFUW Ontario Council and CFUW National asking for your Club to take actions, such as writing letters to your MPP or MP, or signing petitions.

CFUW will often create template letters that your Club can adapt, and for individual use. Any help that you can give will be appreciated.

Politicians are much more likely to listen to their constituents (i.e. you and your members), which is what makes CFUW's network across Ontario and the country so valuable. As one of the few women's organizations left with the capacity to advocate, our voice has become more important than ever.

Other Considerations

If your group begins to do the advocacy work for the Club, consider having a member of your advocacy group sit on the Executive of your Club. This will help ensure the executive is aware of the issues you are working on, and what the Club is being asked to support.

Use your newsletter on a regular basis to inform other Club members about the existence of your advocacy group, what it does, and to update them on issues that are currently being addressed.

Become a part of the CFUW business portion of your General Meetings, telling the Club members of the issues that you are working on.

If you find that your group is becoming tired, think back to Kitchen Table Talks. You may also want to have a brainstorming session to develop some new plans, such as an issues-based book club, discussion group, speakers, and field trips. Many times you just need a holiday. Saving the world can be exhausting!

Helpful Resources

OC News which lists actions and activities; as well as links to meetings and advocacy action

The CFUW OC website: The Advocacy section of CFUW Ontario Council's website, www.cfuwontcouncil.org You will find information about campaigns we're working on under **TAKE ACTION**, and a number of resources in either Advocacy Tools or Tools and Resources.

Emails to Issues groups – When CFUW creates either template letters or an action alert package, these will be emailed to the Issues groups directly for your use. These may be time-sensitive.

Facebook: CFUW Ontario Council: <https://www.facebook.com/CFUWOntarioCouncil/>

Keeping your Charitable Number

Treasurers over the years have stressed the importance of keeping your Club's scholarship charitable number. Once lost, through not fulfilling the requirements of the government regulations involved, it is difficult to regain, plus your Club might be subjected to a fine!

It's important that the treasurer of your scholarship fund stays abreast of what's new. Information can be found on line at <https://www.canada.ca/en/services/taxes/charities.html>

If you have any questions you should direct them to the government at 1-800-267-2384. Better to spend a few minutes calling than have to fight to get your status back.

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