

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
2. help retain current membership

The membership committee shall contact absentee members and inquire why they are not attending regularly and shall follow up on inquiries regarding new membership.

Membership committee is responsible to see that each member has a completed information/application form on file and will insure that information is available to all members as needed.

When a new member joins TSBW the membership committee will find a 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.

Parliamentarian

The Parliamentarian will ensure that meeting 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

There shall be a \$20.00 initial fee to join the organization and a \$50 annual membership fee. Dues for new members shall be pro-rated for that remaining 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 Meeting

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.

