

Responsibilities of DWC Club Members

The GFWC Dominion Woman's Club member should:

- Attend meetings regularly
- Participate in programs and projects
- Communicate opinions and ideas
- Conserve club financial resources; keep expenses at or under budget
- Encourage others
- Give credit where credit is due
- Promote club membership and the activities of DWC
- Positively represent the club to the community
- Listen to others
- Keep the club's purpose in mind
- Persevere amidst shortcomings and difficulties
- Prepare for each meeting
- Promote a spirit of teamwork
- Help resolve differences
- Respect other club members
- Maintain a sense of humor and flexibility
- HAVE FUN!



Dominion Woman's Club Standing Rules

The GFWC Dominion Woman's Club membership is composed of Prince William, Fauquier, and surrounding counties in Virginia.

Monthly Meetings

The DWC shall hold its meeting on the 3rd Wednesday of the month at the Evergreen Country Club in Haymarket, VA.

- Social Reception – 6:30pm
- Meeting – 7:00pm
- Dress code is business casual.
- There are two dinner meetings during the year. The May dinner meeting is for the installation of officers and presentation of scholarship winners. December is our annual holiday dinner meeting. Both meetings shall include new member initiations.
- **Opening Ceremony** shall include:
 - Pledge of Allegiance
 - Birthdays of the Month
 - Welcome Visitors
- **Closing Ceremony** shall include:
 - 50/50 Raffle Drawing
 - Flower Raffle Drawing
 - Reciting of the **“Collect”**

Duties of Officers

A. President

- Presides at all regular meetings and convenes and presides at all monthly board meetings.
- Communicates promptly and effectively, ensuring information flows properly to/from GFWC, state federation, district, committees and members.
- Possesses a basic knowledge of parliamentary procedure.
- Notifies the Co-President/Executive Vice President, as early as possible, of an anticipated absence and passes along gavel, agenda, announcements, and anything else that is needed for the meeting.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.
- Establishes and maintains a relationship with the district/state president.
- Ensures that job descriptions exist for all club officer positions and they are shared with appropriate officers.
- Shares GFWC national and state materials with members.
- Follows the proper reporting guidelines and ensures that Club reports and award entries meet criteria and guidelines.
- Manages internal Club conflict or member concerns in a timely, diplomatic and fair matter.
- Prepares a calendar and procedure book to give to successor along with the GFWC Club Manual.
- Authorizes all expenditures within budget limitations.
- Appoints a Parliamentarian.
- Appoints if desired, a Member At Large OR a Leadership Development Advisor.
- Performs all other duties as specified in the Club Bylaws.
- Serves as ex-officio member on all committees except Nominating Committee.

B. Co-President/Executive Vice President

- Presides at all official meetings when the President is absent or when the President leaves the chair to discuss a motion and does not relinquish it until after the question has been put to vote.
- Possesses a basic knowledge of parliamentary procedure.
- Performs all other duties as specified in the Club Bylaws authorizing expenditures within the budget limitations.
- Assists the President to submit an agenda at all meetings of the organization.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.
- Works with the Recording Secretary to maintain forms utilized for reporting procedures.
- Provides oversight of and acts as ex-officio member of all committees except the nominating committee.

C. First Vice President

- Presides at all meetings when both the President and Co-President/Executive Vice President are absent.
- Serves as the Chairman of the Program Committee.
- Assists the President with the Club administration and programs.
- Possesses a basic knowledge of parliamentary procedure.
- Performs all other duties specified in the Club Bylaws.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.

D. Second Vice President

- Presides at all meetings when the President, Co-President / Executive Vice President and First Vice President are absent.
- Serves as the Chairman of the Membership Committee.
- Assists the President with the Club administration and membership.
- Possesses a basic knowledge of parliamentary procedure.
- Performs all other duties specified in the Club Bylaws.
- Maintains membership roster.
- Keeps a record of past guests.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.

E. Recording Secretary

- Records minutes of all Club meetings and distributes them within one week to all club members.
- Keeps a record of attendance at each meeting.
- Records and sends a copy of the Board minutes to the Board members within one week after each meeting.
- Ensures that minutes are preserved in an organized and readable form.
- Notes bylaws, amendments or revisions accurately with dates of adoption noted.
- Calls the meeting to order and presides over the meeting when the President, Co-President/Executive Vice President, First Vice President and Second Vice President are absent, until a Chairman pro-tem is elected.
- Performs all other duties as specified in the Club Bylaws.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.
- Prepares ballots for elections, and after such elections, keeps the sealed ballots for thirty days before destroying them.

F. Corresponding Secretary

- Supports Club events by creating and emailing Club related invitations, monthly Evites to members, and thank you notes. Processes special event applications, procedures and recognition documents.
- Writes clearly and concisely so as to reflect the wishes of the club.
- Sends meeting reminders to members and guests
- Mails correspondence promptly and maintains distribution of such.
- Maintains copies on file of all correspondence.
- Performs all other duties as specified in the Club Bylaws.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.

G. Treasurer

- Serves as Chairman of the Finance Committee.
- Receives, records and deposits all funds.
- Pays bills for authorized and budgeted expenditures.
- Attends all fundraising events to handle the cashbox or coordinates with appropriate event treasurer appointed by the President.
- Reports the financial status of the Club at each meeting. Gives copies to the President and Recording Secretary.
- Maintains up to date records.
- Balances records / accounts.
- Prepares for audits and necessary tax reports, as required by the Board and the Club.
- Closes books by May 31st and submits for audit within 30 days to the Audit Committee, appointed by the President.
- Performs all other duties as specified by the Club Bylaws.
- Attends as many district, state, regional and national meetings as possible and encourages others to do the same.

All Officers and chairman shall keep a file of materials and records pertaining to her area of work. This file shall be given to her successor within two weeks after the end of the administration.

Special Projects and Community Service Programs

GFWC Signature Program: Domestic Violence Awareness and Prevention: GFWC is a national leader in the fight to end domestic violence by raising awareness about this social issue. This project is designed to increase awareness and prevention of the widespread occurrence of domestic abuse in communities across the nation. Pinwheels for Prevention, implemented by Prevent Child Abuse, is a national campaign introducing the pinwheel as the symbol for child abuse and neglect prevention in the United States.

DWC Authors Luncheon “Literacy Matters” is an event designed to raise awareness of the critical importance of literacy. By inviting authors to share their craft and by highlighting our many outreaches in support of reading, the club is able to emphasize that being a skilled reader is a key to becoming a productive member of the community.

The Arts Community Service Program is designed to encourage members to foster and support arts activities in all communities.

The Conservation Community Service Program is designed for members to gain an appreciation for our environment as well as learning about the importance of preserving natural resources.

The Education Community Service Program is designed to promote a commitment to lifelong learning and literacy awareness by encouraging members and others to foster and support educational opportunities in their communities.

The Home Life Community Service Program is designed to inform members of issues that affect the health and well-being of individuals, families and communities by providing opportunities and resources to meet and address those needs.

The Public Issues Community Service Program is designed to actively connect members with effective projects and activities relating to civic and social responsibilities.

Standing Committees

The Standing Committees of the GFWC Dominion Woman's Club shall be Audit, Nominating, Finance, Communications and Public Relations Advancement, Fundraising and Development Advancement, Leadership Advancement, Membership Advancement, and Women's History and Resource Center Advancement.

Audit Committee

- Responsible for the oversight of the quality and integrity of the club's accounting and reporting practices and regulatory compliance.
- Composed of three persons
- Audits the Treasurer's books and submits the report by July 31st to the Executive Committee for action. An official report should document any findings and the committee's recommendations should be presented at the next general meeting.

Nominating Committee

- Responsible for the nominations of candidates for each office. The floor at the February meeting each year shall elect the committee of three members.
- Presents candidates for each office at the March meeting, at which time nominations may also be made from the floor.
- Secures the permission of each candidate before presenting her name to the club.

Finance Committee

- The fiscal year shall be June 1 through May 31.
- Membership costs include:
 - One-time initiation fee of \$15. This fee will be used to purchase the GFWC pin, the DWC pin and to provide the membership binder.
 - Annual Membership dues shall be \$85 payable to the DWC Treasurer on or before January 15th of each calendar year. Dues to the Northern District and GFWC are due no later than January 25th.

Annual Membership dues include:

a) DWC Dues:	\$28 per member
b) Meetings:	\$30 per member
c) GFWC Dues:	\$25 per member
d) Northern District Dues:	<u>\$ 2 per member</u>
Total Annual Membership Dues:	\$85 per member

Communications and Public Relations Committee

- Makes recommendations for publicizing Club projects and social events.
- Distributes Club news to the local media, state publications editor and the “GFWC Clubwoman” magazine editor. DWC Website, HGBA events, PW Chamber events, and local newspapers.

Fundraising and Development Advancement Committee

- Establishes a Fundraising and Development plan to help sustain the financial security and integrity of our Federation, as well as our club, district, state and region.
- The Fundraising and Development chairman should work with the club president and treasurer to analyze the goals and obligations of the club.
- Affinity programs, Author Luncheon, Girls Gone Bunco, DWC Cookbook
- New Projects are to be voted and approved by club members.

Leadership Advancement Committee

- Develop leadership skills in members by developing a clear and compelling vision for what one wants to become. Use the GFWC Leadership Advancement Guide as a tool and resource.

Membership Advancement Committee

- The Membership Advancement Team is designed to expand Club membership by providing social events that bring in new members and help all members to get to know one another.
- The Membership Advancement Committee shall be composed of three persons. They are in charge of:
 - a) Welcoming new members with membership binder, GFWC pin and DWC pin.
 - b) Performing the membership ceremony by inducting new members every six months. This should be done at the two dinner meetings.
 - c) Maintaining guest book folders and membership binders.

Women’s History and Resource Center Advancement Committee

- Responsible for preserving our Club’s history with articles and pictures of Club projects and social events.

Adopted: August 18, 2008

Amended: May 1, 2010; September 5, 2016; January 10, 2018; February ??, 2019



GFWC Advancement Areas

Communication and Public Relations Advancement Committee

Responsible for publicizing Club projects and social events. Participates in local organizations: Haymarket Gainesville Business Association, Prince William Chamber of Commerce.

Fundraising and Development Advancement Committee

Establishes a fundraising and development plan to help sustain the financial security and integrity of our Federation, as well as our club, district, state and region. This committee is a subcommittee of the Finance Committee.

Leadership Advancement Committee

Responsible for developing leadership skills in members by developing a clear and compelling vision for what one wants to become.

Legislation and Public Policy Advancement Committee

Responsible for informing the members of current legislation of interest to GFWC, GFWC Virginia, GFWC Northern District and Dominion Woman's Club.

Membership Advancement Committee

Responsible for expanding Club membership by providing social events that bring in new members and help all members to get to know one another.

Women's History and Resource Center Advancement Committee

Responsible for preserving our Club's history with articles and pictures of Club projects and social events. The Club Historian is part of the Leadership Team.

GFWC Signature Program and Affiliate Organizations

GFWC Signature Program: Domestic Violence and Sexual Assault Awareness and Prevention

Prevention, Support, Rescue, Recovery

Intimate Partner Violence

Child Abuse

Teen Dating Violence

Campus Sexual Assault

Elder Abuse

Violence Against Native American Women

Military Sexual Assault

Human Trafficking for Sexual Purposes

GFWC Affiliate Organizations

Heifer International

March of Dimes

Operation Smile

Prevent Child Abuse America (PCAA)

St. Jude Children's Research Hospital

UNICEF USA

Hugh O'Brian Youth Leadership (HOBY)

United Nations Foundation Shot @ Life Campaign

Epsilon Sigma Omicron (ESO) – honorary educational society open to all
GFWC members