

**ISSAQUAH WOMEN'S CLUB  
POLICIES & PROCEDURES**

***A Supplement to the IWC Bylaws***

Dated: July 1, 2019 [Final Draft]

*The purpose of this document is to provide practical guidance for adhering to the bylaws of the club and to provide an operational resource for both board members and the general membership. Although club bylaws may remain unchanged, this document should be revised and enhanced as operational conditions and philosophies evolve over time.*

**I. GENERAL POLICY**

**A. Code of Conduct**

1. Member(s) representing the Issaquah Women's Club or Issaquah Women's Foundation shall abide by Article III of the bylaws or be subject to revocation of membership.
  - a. Member(s) shall not knowingly discriminate against prospective members because of race, color, creed, national origin, or any other factor.
  - b. Member(s) acting in behalf of the club or foundation shall be nonpartisan and nonsectarian and shall sponsor no legislative activity.
  - c. Member(s) shall not promote politics or religion at club meetings, nor shall they promote or recommend any candidate for political office.
  - d. Member(s) shall not hold regular meetings in any establishment that chooses not to admit persons because of race, color, creed, sex, income, marital status, educational background, or any other factor.
2. Member(s) who do not abide by a club rule or regulation shall be subject to the following procedure:
  - a. The president shall designate a past president to investigate the alleged violation.
  - b. The past president shall then report the results of the investigation to the elected officers.
  - c. If it is determined by the elected officers that the violation was committed, they shall impose a penalty as follows:
    - (i) A first offense shall result in a warning.
    - (ii) A second offense shall result in permanent revocation of membership.
3. All club and foundation communication, whether written or electronic, shall be approved by the president prior to dissemination. Furthermore, no club or foundation letterhead or logo shall be used without approval by the president.
4. The information contained in the membership handbook is confidential, for individual communication of a personal nature among members, and not for commercial use or dissemination.
5. Member marketing materials are not permitted to be circulated at general meetings or displayed on the round tables in the large meeting room. A table shall be made available for promotional materials in the Tibbetts Manor sitting room. Members are responsible for removing all such materials following each meeting. Materials left behind shall be discarded.
6. General expectations
  - a. Report to the general membership all board-approved items for their comments, involvement (where necessary), and final approval, compliant with the club's quorum requirements.
  - b. Refrain from gossiping.
  - c. Recognize that club members are volunteers, not employees, and treat them accordingly.
  - d. Treat others and their opinions with respect.

- e. Be welcoming to guests.
- f. Do not engage in side conversation during meetings.
- g. Communicate openly. If a member has a comment or complaint, they should take it directly to the person involved or to the club president if that is more comfortable for them.
- h. Help to foster a friendly and supportive environment for all.
- i. RSVP to events and meetings in a timely fashion.

### **B. Resolution of Disputes Between Members**

1. Should a dispute between members occur that is counter to general club policy or club bylaws, the president shall designate a past president to conduct an investigation to determine the merits of the complaint.
2. If it is determined that the complaint is valid, the past president shall report the complaint and substantiating facts to the president.
3. The president shall offer arbitration to the parties of the dispute.
4. If any of the disputing parties decline arbitration, and resolution is not forthcoming, the president shall impose penalties as laid out in Code of Conduct, item 2(c).

### **C. Solicitation of Donations**

Non-members are not permitted to solicit donations for the Issaquah Women's Club or Issaquah Women's Foundation.

## **II. CLUB GOVERNANCE**

The Issaquah Women's Club is governed by the club's bylaws (rev. January 30, 2019). Its governing body is the board of directors, comprising five elected officers (president, vice president, director of programs, secretary, and treasurer) and the chairpersons of the standing committees (fundraising, hospitality, marketing, membership, newsletter, sunshine, volunteer services, and website). See Appendix C for position descriptions and worksheets.

## **III. ISSAQUAH WOMEN'S FOUNDATION**

### **A. History of the IWF**

In 2006, the Issaquah Women's Club came up with the idea of holding an annual charity benefit called Easy & Elegant Entertaining. The idea was that it would be held annually in November at the Pickering Barn in Issaquah, and would bring together local merchants and vendors who would purchase space in which to present interactive demonstrations. The general public would pay an entry fee to attend the benefit. (The event ended up also including a silent auction, a fashion show, and wine tasting.)

The event committee soon discovered that because the IWC was only a social club, organized under Section 501(c)(7) of the Internal Revenue Code, not a charitable organization as such, we would not be able to get the kind of community participation necessary to be successful. So the IWC formed the Issaquah Women's Foundation as a nonprofit organized exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code. Since then, the IWF has been the fundraising arm of the IWC. All gifts made to the IWF are tax deductible to the fullest extent allowed by law. And all donations made to the organizations and programs the IWC supports are made by the foundation on behalf of the club.

### **B. Structure of the IWF**

The governing body of the IWF is its board of directors, which comprises the elected officers and appointed chairpersons of the standing committees of the Issaquah Women's Club. The members of the IWF are those members who are in good standing with and entitled to vote in the IWC. The ultimate disbursement of all assets received as gifts by the IWF is proposed by the board of directors and approved by the majority of IWC members in good standing.

## **IV. MEETINGS**

## **A. Business Meetings**

1. The club year runs from July 1 to June 30. Business meetings are traditionally held at Tibbetts Creek Manor on the first Thursday of every month except for July and August. Social time starts at 9:30 a.m. with the business meeting itself convening at 10 a.m.
2. Guests are always welcome at club business meetings. Guests may attend up to two meetings or one meeting and one planned activity prior to becoming a paid member.

## **B. Board Meetings**

1. Board meetings are traditionally held at 9:30 a.m. on the third Thursday of every month except June, July, and December. The location of the meetings rotates from month to month.
2. All members of the club are welcome to attend board meetings. If a member plans to attend a board meeting, they shall give appropriate notice of such intent to the president.

## **V. ELECTIONS**

### **A. Election Committee**

See Appendix A for the Election Committee Guidelines.

### **B. Voting**

1. Absentee ballots
  - a. The absentee ballot is a ballot completed and submitted in advance of an election by a voter who is unable to be present at the election.
  - b. Absentee ballots are generated by the Elections Committee and sent to any member who requests such a ballot in accordance with the timeline in the Election Committee Guidelines.
2. Proxies
  - a. A proxy vote is a vote cast by one person as a representative of another person.
  - b. If a member is unable to be present at the election, that member may designate another member who will be present at the election to cast the absent member's vote on their behalf.
3. Quorum

A quorum is the proportion of the members of the club that must be achieved in order to conduct a vote. In the case of the IWC, there are two types of quorum, as follows:

  - a. The first is a quorum for voting on general club business, which is used regularly and is defined as 51 percent of the members present at the meeting at which the vote occurs.
  - b. The second is a quorum for voting on the ratification of bylaws and for the election of club officers, which is used infrequently and is defined as 51 percent of the total club membership.

## **VI. FINANCES & FINANCIAL RECORDS**

### **A. Budget**

1. A draft budget for the new fiscal year shall be prepared by the president and treasurer for the April board meeting, at which time the board shall give their input.
2. Changes shall be made based on board input.
3. The final budget shall be presented at the May board meeting for approval.
4. The president shall then send the final budget via email to the membership for their review.
5. The final budget as approved by the board shall be presented to the general membership for their approval at the June business meeting.

### **B. Retention of Financial Records**

1. In accordance with IRS requirements, financial records and tax filings shall be kept for three years.
2. Financial records older than three years shall be disposed of in a secure manner.

## **VII. EMAILS**

### **A. Gmail Account**

- Only the following individuals shall be given the password to the club's Gmail account:
  - President
  - Secretary
  - Newsletter editor
  - Gmail administrator
  - Chair of the Election Committee as necessary to perform EC duties
- The account shall be used to send emails only to members for club business, e.g., meeting minutes, the newsletter, lists of monthly charitable focus donation items as necessary, and special announcements. All other emails sent via the account—e.g., happy hour announcements—must be approved by the president.
- Only the Gmail administrator shall perform maintenance of the Gmail inbox, and that process shall be done at regular intervals. Email relevant to a particular officer or committee chair shall be forwarded to them as soon as possible so they can respond in a timely fashion.

### **B. General Emailing**

- It is entirely appropriate to email small groups of members from one's personal email account, but it is preferable to use "bcc" for security reasons.
- All emails between club members concerning club business shall conform to the club's Code of Conduct.
- Members shall make every effort to keep email communication clear and concise. All emails must include the relevant subject line for ease of future reference and archiving.

## **VIII. SOCIAL MEDIA GUIDELINES**

When using social media on behalf of or as a member of the club, please abide by the following guidelines:

- All posts must conform to the Code of Conduct.
- When posting on an IWC platform, be courteous, respectful, and in compliance with club bylaws and policies.
- When interacting on other organization's social media sites, please represent yourself, not the IWC, unless you are a club officer authorized to speak publicly for the club.
- The club's social media accounts are monitored and managed. However, the club does have a public Facebook platform from which, by its public nature, non-members cannot be excluded. It is important to note, therefore, that comments and posts by individuals may not always reflect the IWC but are not necessarily subject to removal.
- All social media platforms have features that let users "flag" false or spam posts, so you can help the club administrator by flagging such posts. Only the club administrator can remove spam, but users can alert them. Note that "spam" does not mean posts that you do not like or disagree with; rather, it is blatant, impersonal selling on the club's site.
- Any inappropriate comments, posts, photos, links, videos, or shares that are not in line with the club's bylaws and policies will be removed.
- We as a club respect your digital privacy. Please respect the digital privacy of others.
- No commercial advertising shall be permitted.
- No posts intended to result in an individual's personal, financial, or business gain shall be permitted.
- Personal attacks and foul language are prohibited.
- Personal information shall not be shared on any open/public social media platform without the express permission of the person(s) concerned.

- No member shall be identified or “tagged” in any social media without the member’s express permission.
- Member(s) shall report any inappropriate posting or potential violation of the rules stipulated herein to the club president.

#### **IX. INSURANCE**

- Directors and officers (D&O) liability insurance as necessary to maintain participation by members is required.
- General liability insurance as mandated by the City of Issaquah is required.
- All insurance requirements are subject to change.

#### **X. DOCUMENT DISSEMINATION**

- Issue every member a copy of current bylaws.
- Issue every member a copy of policies and procedures handbook.

#### **XI. PRIVACY & SECURITY CONSIDERATIONS**

- Members’ information may be stored electronically and accessed through a secure website portal.
- When written documents containing members’ personal information or club financial information need to be discarded, they shall be securely disposed of.

#### **XII. STORAGE AT UMPQUA BANK**

Ensure that all officers and committee chairs are aware of our storage area at Umpqua Bank and what items are kept there.

#### **XIII. VACANCIES & RESIGNATIONS**

- If the president must vacate office, the vice president shall serve in their place.
- If the vice president is unable to serve, the board of directors shall recommend a candidate to be voted on by the general membership.
- A vacancy in all other offices shall be filled by a majority vote of the board of directors. Until such replacement is voted on by a quorum of the full membership, the position shall be held by a rotating slate of volunteers from the board of directors.

## **APPENDIX A**

### **ELECTION COMMITTEE GUIDELINES**

#### **Composition of the Election Committee (EC)**

- The EC shall consist of 5 members, 2 volunteers from the board of directors and 3 volunteers from the general membership.
- No member of the EC shall be running for an elected office. If that situation develops, the member must step down from the EC and a replacement found (time permitting).
- The EC will select a committee chair and conduct its business via meetings, conference calls, one-on-one phone calls, and/or emails—as deemed necessary by the EC chair.

#### **Role of the Election Committee (EC)**

The primary role of the EC is to find candidates for the 5 elected officer positions (the duties of each office are outlined in the current version of the bylaws):

- President
- Vice President
- Director of Programs
- Secretary
- Treasurer

All candidates must have been a member for one calendar year. In addition, candidates for president must also have served on the board of directors, as either a committee chair or an elected officer, for at least one previous year.

#### **EC Action Item Timeline**

February board meeting – President shall ask for 2 volunteers from the board to serve on the EC.

March business meeting – President shall ask for 3 volunteers from the general membership to serve on the EC. At the end of that meeting, the EC members will meet briefly to select a chair.

After EC's initial meeting – The EC chair shall contact any eligible current elected officers regarding their interest in running for a second term.

First Monday after March business meeting – EC sends email to members asking for volunteers for an elected office to complete the attached sign-up form and return it as instructed.

Second Monday after March business meeting – EC sends an email to the members asking for volunteers for a standing committee to complete the attached sign-up form and return it as instructed.

April business meeting – Distribute paper copies of both the elected officer sign-up sheets and the standing committee sign-up sheets.

April 15 – DEADLINE for elected officers to sign up.

April 16–20 – EC shall collate sign-ups and produce the final ballot for distribution.

April 21 – Email to the general membership the final ballot with a request for any absentee ballot submissions. **Absentee ballots must be submitted to the EC chair no later than the Tuesday prior to the May business meeting.**

May business meeting – First, ask the membership if there is anyone who wants to add their name to the ballot and add as necessary. Then, distribute to all members a printed ballot for the

elected officers. The EC shall collect all completed ballots and count the votes (including all absentee ballots and proxies), then announce the results at the end of the May business meeting. *Quorum* – To achieve a quorum 51 percent of the membership needs to participate in the election by casting a vote. If a quorum has not been reached, the EC shall contact all members who are not present and have not yet voted to ask for their vote.

### **Guideline Notes:**

- It is acceptable, indeed encouraged, to have more than one candidate running for a particular elected office.
- And the same goes for interest in serving on a committee. The more names the better.
- Participation by ALL members is encouraged.
- Co-officerships are supported and encouraged. Note, however, that each position carries only one vote.
- An “assistant” role is permissible and allows a new member who is interested in serving but has not been a member for a year to participate.
- If it becomes necessary to look for volunteers to run for an office by directly contacting members, please keep those specific discussions with potential nominees confidential.
- It is important that the EC remain impartial in discussions with members; therefore efforts to influence the election by demonstrating bias for or against a member as a prospective candidate are prohibited.
- It is permissible to share with members publicly that there is no nominee for a particular office.
- When the EC communicates with members, make note of the names of any members who are interested in serving on a committee, whether as a worker bee, a chair/co-chair, or an assistant. After the election, the EC shall collate that information, along with any standing committee sign-up forms, and pass it on to the president-elect. ***It is the role of the president-elect to appoint standing committee chairs/co-chairs/assistants, which shall be accomplished prior to the joint board meeting in May.***
- The previous position “parliamentarian” has been eliminated. Instead, an “honorary advisor” shall assist the board of directors. The outgoing president shall be designated the honorary advisor. The EC shall contact the outgoing president to determine her willingness or ability to serve in that role. If she is unable or unwilling to serve, the role passes down to the previous president in order of recency. The outgoing president is permitted to put her name forward to stand for another position.
- All ballots and sign-up sheets shall be retained until the end of the fiscal year, at which time they are to be shredded.

## **APPENDIX B**

### **POSITION DESCRIPTIONS**

#### **President**

The president is the chief executive officer of the club and presides over all meetings of the general membership of the club and of the board of directors. The president is also an unofficial member of all standing and special committees, except the election committee.

#### **Specific duties include:**

- Prepare the agenda for board meetings.
- Prepare the agenda for monthly business meetings.
- Book Tibbetts Creek Manor for monthly coffee/business meetings.
- Make recommendations to the board regarding IWF charitable disbursements, taking into account the current IWF bank balance, current IWF fixed expenses, and mandated IWF cash reserve. Note that not all of our giving needs to wait for the end of the club year.
- In April, work with the treasurer to draft a budget for the next club year. Submit the draft budget to the board at the April board meeting for discussion. Make any changes required, then present the final budget to the board at the May joint board meeting for approval. The budget then goes to the general membership for approval at the June meeting.
- Toward the end of the club year, collect annual written reports from all members of the board and use those to help compile the president's annual report to the club, which is delivered at the June business meeting.
- Ensure that the treasurer has scheduled the annual audit for as soon after the end of the fiscal year as possible. Also ensure that the treasurer does all IRS tax filings no later than 15 days after completion of the annual audit and that copies of the tax filing confirmations are included in the treasurer's notebook for that fiscal year and the *Important Tax Documents & Tax Returns* notebook.
- Keep a *President's Master Reference Notebook* for the club year containing copies of all agendas, minutes, and newsletters, as well as copies of cover letters sent with all IWF charitable disbursements.
- When the insurance policies are renewed, update the *Insurance Policies* notebook for the new policy period.
- Ensure that all materials contained in the *President's Book of Important Information* are kept up to date.
- Share all thank you letters received with the board, then place the letters in the *Thank You Letters & Notes* notebook. Have the notebook available at the monthly business meetings for members to read should they wish to.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

#### **Vice President**

The vice president (a) shall perform the duties of the president in the president's absence, (b) shall automatically become president in the event the president is no longer able to serve in that capacity, and (c) shall arrange the holiday celebration and the officer installation.

#### **Specific duties include:**

- Preside over business meetings and/or board meetings if the president is unable to attend.
- Arrange the holiday celebration for either the first or second Thursday in December, depending on the type of celebration.
- Arrange the officer installation for the first Thursday in June.
- Attend monthly board meetings.



- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Director of Programs**

The director of programs is the program officer of the club and shall arrange for programs at the monthly business meetings.

#### **Specific duties include:**

- Begin planning for speakers as soon as the previous club year ends to ensure that at least the first several months of programs for the new club year can be listed in the membership handbook. It's acceptable for some of the later months in the year to be TBA.
- Arrange for a speaker for September through May (none for June because of the officer installation). Exceptions: (a) March or April if there is a spring fundraiser planned for either of those months, or (b) December if the holiday luncheon is combined with the December business meeting.
- There is a small dollar amount budgeted for an honorarium for program presenters. These funds are to be used at the discretion of the director of programs (suggested amount – \$25, in the form of a Visa gift card), and no honorarium is to be offered to individuals who represent business or public service organizations or to those who are interested in marketing a product or service.
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Secretary**

The secretary shall keep an accurate record of all business transacted during all meetings of the club and the board of directors, with the exact wording of every motion and whether it passed or was defeated. The secretary shall write such letters that the board of directors may determine necessary. The approved minutes of all meetings shall be signed by the secretary. The secretary shall disburse copies of the minutes of all board meetings to the members of the board and of all business meetings to both the members of the board and the general membership.

#### **Specific duties include:**

- Take the minutes of all board meetings.
  - Send a copy of the minutes to the president for approval.
  - Once approved, send a copy of the board meeting minutes to all members of the board.
- Take the minutes of all business meetings.
  - Send a copy of the minutes to the president for approval.
  - Once approved, send a copy of the business meeting minutes to all members.
- Keep a master notebook with copies of all minutes and the monthly newsletter.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Treasurer**

The treasurer is responsible for (a) receiving all monies of the IWC and IWF, (b) depositing those monies in an IWC or IWF bank account as designated by the board of directors, (c) paying all obligations of the IWC and IWF as approved by a majority vote of the board of directors, (d) submitting a written report of the income and expenditures of the IWC and IWF at each board meeting, (e) reconciling all bank accounts on a monthly basis, (f) closing the books at fiscal year

end and making them available for the annual audit, and (g) preparing and filing all tax returns as required in a timely manner.

Specific duties include (see Treasurer's Handbook for details):

- Do all banking, bookkeeping, and preparation of financial reports.
- Perform the annual audit of the books with three volunteers from the membership.
- Electronically file federal tax returns as per instructions in the Treasurer's Handbook.
  - Try to do all IRS tax filings no later than 15 days after completion of the annual audit.
  - Provide copies of the tax filing confirmations to the president.
- File Washington State annual report.
- Process member payments and donations.
- Pay invoices, reimburse member expenses, and make donation disbursements.
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Fundraising Chairperson**

The fundraising chairperson is responsible for plans to raise funds during the club year for ultimate disbursement to the charitable organizations the club is supporting. No action shall be taken on fundraising without prior approval of the board of directors and general membership.

Specific duties include:

- Prior to the August board meeting, convene a Fundraising Committee to develop a fundraising plan for the upcoming club year to be presented at the board meeting for board approval.
- At the September business meeting, present the approved fundraising plan to the general membership for their approval.
- Coordinate the annual fund campaign (if it is decided to continue it).
- .
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Hospitality Chairperson**

The hospitality chairperson is responsible for all hospitality arrangements for the monthly business meetings.

Specific duties include:

- Communicate the monthly hospitality budget of \$70 to the monthly lead hostess and her team.
- Ensure that there is a hostess team and two greeters in place for all business meetings and that they understand their duties.
- Ensure that IWC complies with the City of Issaquah regulations regarding serving only commercially prepared packaged foods.
- Keep track of hospitality supplies and replenish as necessary. Be sure to submit all receipts for the purchase of supplies to the treasurer for reimbursement.
- Beginning at the May business meeting, circulate a sign-up sheet for hostess and greeter spots for the new club year. If possible, all slots should be filled by the end of the June meeting so the roster can be included in the membership handbook for the new club year.
- Attend monthly board meetings.

- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Marketing Chairperson**

The marketing chairperson is responsible for publicizing the club and its activities.

#### Specific duties include:

- Ensure that a supply of IWC rack cards is placed in both the Issaquah Library and the Sammamish Library.
- Identify homeowners associations that might be willing to include IWC rack cards in welcome materials for new homeowners.
- Use social media to publicize the IWC and its activities: e.g., Nextdoor.com, Instagram.
- Issaquah Parks & Recreation used to sponsor a Hobby & Volunteer Expo at Pickering Barn in the late spring, but they have not done so in recent years. If they resume holding this event, consider having the IWC participate.
- Consider putting in place an action plan for having an IWC table at the Issaquah Farmers Market at least one Saturday during the summer. It is free to nonprofits.
- Ensure that willing members have a supply of business cards to hand out to potential members as they wish.
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Membership Chairperson**

The membership chairperson is responsible for all issues having to do with both potential members and new members. The chairperson is also responsible for all aspects of membership administration.

#### Specific duties include:

- Invite and welcome potential members.
- Introduce all new members, prospective members, and guests to the membership at regular business meetings.
- Collect member information (membership enrollment forms) and membership dues, and turn monies over to the treasurer.
- Send out an introductory/welcome email along with the current newsletter, club and foundation bylaws, and policies & procedures handbook to new members.
- Send new members' contact information and birthday to the following: newsletter editor, Sunshine Committee chair, and Gmail administrator.
- Ensure that both member photos and the membership roster are up to date in order to be included in the membership handbook for each new club year. Be sure that you have a photo of all new members for inclusion in the directory.
- If the handbook is ready in time, distribute copies of it to the board members at the August board meeting. Have the handbooks for the general membership available for distribution at the September business meeting.
- Acquire and maintain member name tags.
- Depending on how many new members join the club and when they join, coordinate at least one newcomer social during the club year.
- Be sure to have plenty of membership forms on hand at both the May and June business meetings to facilitate easy renewal by members.
- Cooperate with activities by the Marketing Committee in their efforts to generate publicity for the club.
- Attend monthly board meetings.

- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Newsletter Chairperson**

The newsletter chairperson is the editor of the club's monthly newsletter. The newsletter is usually published and disseminated a week to 10 days after the board meeting.

#### Specific duties include:

- Reach out to all potential contributors to the newsletter for any item(s) they wish to have published in the monthly issue in question.
- Use that information to write and edit the newsletter for that month.
- Send the newsletter to all members in good standing via either email or USPS mail, depending on member preference. The newsletter must be mailed via USPS to all members who do not use email.
- To email the newsletter, use the IWC Gmail account "Current Membership" contact list, which is kept up to date by the Gmail coordinator. Do not insert member names into the "To" field. Instead insert the names into the "BCC" field, add a subject line, and include in the message field a cover message to the members.
- Occasionally there will be a document that will need to be sent out as an attachment along with the newsletter—e.g., a list of upcoming walks from the Walking Group.
- If any member has a problem receiving her newsletter, it is the newsletter editor's responsibility to work with the member to resolve that issue.
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Sunshine Chairperson**

The sunshine chairperson is responsible for sending birthday wishes, messages of sympathy, get well wishes, etc., on behalf of the club at large.

#### Specific duties include:

- Send e-cards to members for their birthdays using the club's Jacquie Lawson account. For members who either don't use email or whose email account doesn't permit e-cards, send paper birthday cards via USPS mail.
- Send cards to members for messages of sympathy, get well wishes, and the like. These cards should ideally be paper cards sent via USPS mail—especially the sympathy cards.
- For the members who are 90 years or older, purchase flowers to present to them at the business meeting of the month in which their birthday occurs.
- Announce at each business meeting those members who are celebrating a birthday during that month, have each birthday celebrant in attendance stand, and then lead the group in the singing of "Happy Birthday."
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Volunteer Services Chairperson**

The volunteer services chairperson is responsible for working with local organizations to identify charitable focuses and hands-on volunteer opportunities.

#### Specific duties include:

- As soon as the previous club year ends, begin reaching out to various local organizations regarding their needs to see if the club can help via focused donations or hands-on volunteering.
- Based on those needs, plan a series of charitable focuses for various meetings (wherein members donate physical items, e.g., school supplies for Eastside Baby Corner) and also possible small-group volunteering activities that take place apart from club meetings.
- Communicate with the Fundraising Committee to ensure that requests for charitable focus donations from members do not occur in the same month as a fundraising event.
- Prepare a list of the planned focuses for inclusion in the membership handbook. It is acceptable for some of the later months in the year to be TBA.
- Send an announcement of each charitable focus and any outside volunteering activity to the newsletter editor for the monthly newsletter. Include in the announcement or as an attachment to the newsletter any list of requested and/or suggested items as appropriate.
- Attend monthly board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

### **Website Manager**

The website manager is responsible for setting up and maintaining the Issaquah Women’s Club website along with certain other club-approved social media.

#### Specific duties include:

- On a monthly basis at minimum, update each page of the website as necessary. Use the monthly newsletter as a guide for current information on activities, luncheons, special interest groups, outings, etc.
- Add photos taken by members at club meetings, luncheons, and activities to the photo gallery.
- Attend board meetings.
- Each officer and committee chair is responsible for passing along all records, procedures, and other relevant materials to their successor.

#### All club social media shall comply with the following guidelines:

- Electronic posting and managing web-based club information shall be at the discretion of the committee chair responsible.
- All posts/advertising/photos/videos shall be appropriate to the club and its activities, and shall comply with club bylaws and policies.
- Social media posts shall be monitored and administered within appropriate timelines (removing posts and filtering as necessary). Specific prohibitions include:
  - No commercial advertising
  - No posts intended to result in an individual’s personal, financial, or business gain
  - No personal attacks and/or foul language
- No personal information shall be shared on any open/public social media platform without the express permission of the person(s) concerned.

### **Honorary Advisor**

The honorary advisor is the outgoing president. If she is unable or unwilling to serve, the role passes down to the previous president in order of recency.

#### Specific duties include:

- Provide advice to the board regarding previous club and foundation activities.
- The honorary chair is not required to attend board meetings.