



Family of Women Definitions Policy

A

Alcohol: Beverages containing alcohol such as beer, wine and liquor.

B

Board Chair: The Board Chair serves as its convening officer and is responsible for agenda setting and for ensuring that the members of the Board discharge their duties and responsibilities.

Board Committees: Committees established by the Board of Directors to serve specific needs of the organization. Subject to any special established qualifications, these Committees may be comprised of both Board members and other Family of Women members, as well as non-Family of Women individuals designated by the Board. The terms of service for Board Committee members also may vary depending on the Board's specifications when creating the Committee.

Board of Directors: The women elected by the members to serve a 2-year term as members of the governing body for the Family of Women.

Board Meeting: Any scheduled meeting of the Board of Directors, whether regular or special and whether in person or by phone as specified by the Articles of Incorporation.

Board Vice-Chair: The Board Vice-Chair serves as the backup officer of the Board and is prepared to take over as Chair when or if needed.

Bylaws: Corporate bylaws define a corporation's purpose, how it will operate, and the duties and responsibilities of the members and management.

C

Candidate Statement: A written statement prepared by a member who wishes to be a candidate for a leadership position, for example, Chapter Leader.

Chapter: A group of dues-paying members who come together and agree to be a Chapter and go through the application process. A Chapter must have enough women to fulfill its responsibilities as outlined in this policy and in the specific “Chapter Processes, Procedures, and Requirements” document.

Chapter Application Process: The process used by a group of dues paying members to apply for Chapter status.

Chapter Leader: The woman selected by the Chapter members. The Chapter Leader is responsible for leading and guiding her Chapters to fulfill the Chapter Responsibilities. The Chapter Leader is accountable for the success of her Chapter.

Chapter Leadership Team: The team of Chapter members chosen by the Chapter Leader to work with her to lead the Chapter during her term of leadership.

Chapter Leader Team: All of the Chapter Leaders in the Family of Women. Chapter Leaders are the operational leaders who ensure that their designated areas manifest the Mission of the Family of Women and add to the organization’s growth.

Chief Operations Officer (COO): The woman who brings together the operational aspects of the Family of Women and oversees the Teams/Team Leads and Chapters. She reports to the Board.

Communications Team: The team responsible for membership-wide emails and communications; postings to FOW website; coordination and scheduling of Zoom accounts; backup website administrator; part of the Media & Marketing Team.

Confidentiality: In order to create an intimate atmosphere and a safe place for all women to share and learn from each other, everything that you see, hear or learn about another member/woman in a Family of Women meeting, phone call, other Family of Women meeting or event, or through any Family of Women related communication, whether written or electronic, must be held in confidence among the women in that circle. You are welcome to share anything you learn about yourself but another member's/woman's sharing is confidential.

Content Team: The team responsible for the quality of meeting agenda content, special events, leadership training, and content for digital productions, such as webinars and podcasts.

Controller: The individual responsible for maintaining the financial records of the Family of Women. She reports to the Board.

E

Essentials: Essentials is a meeting series introducing women to the Family of Women culture, tenets and tools. Essentials meetings are open to any member. Chapter Leaders can collaborate on producing an Essentials meeting series each cycle.

Event Administration Team: The team responsible for overseeing production of specialized Family of Women events. Resource for training and guidance of Chapter event production.

F

Family of Women Meeting: Any meeting with Family of Women members and guests that furthers the Mission. Examples are weekly meetings, International meetings, Chapter meetings, and Community Service.

Family of Women Mission Statement: “We lead, inspire and mentor women to embrace their power, purpose and value and to take responsibility for their relationships. We empower women to live the lives they love, igniting their passion to make a positive contribution in the world.”

Family of Women Policies: Policies approved by the Board of Directors that apply uniformly throughout the organization. An example is the Family of Women Social Media Policy. All Policies may be found at www.familyofwomen.org.

Family of Women Standards:

- Be on time
- Respect confidentiality
- Tell the truth (and be open to hearing the truth)
- Participate fully
- Have a respectful and constructive attitude
- Be supportable
- Represent the Family of Women in everything you do

Family of Women Sanctioned Event: An event, other than a Special Event as defined below, produced or hosted by the Family of Women and approved by the Board of Directors or the Chief Operations Officer (COO), is defined as a Sanctioned Event. An example of a Sanctioned Event is an activity designed solely to raise funds and not directly related to furthering our exempt purpose.

Family of Women Special Event: An event whose primary purpose is to further our exempt purpose and to bring value to the Family of Women membership is defined as a Special Event. Examples of Special Events are Essential Skills Trainings, Gatherings, Leading in Your Life, etc.

G

Guests: Women who attend meetings but have not become a dues-paying member of the Family of Women.

I

Ineffective Leader: A leader who is unable or unwilling to carry out the position responsibilities to the highest standard and in the best interests of the Family of Women and when the leader's performance jeopardizes the Family of Women or the members she leads.

L

Leadership Training: Meetings developed by the Family of Women specifically for training women to be leaders. The length, content, and requirements of such meetings are supervised and regulated by the Training Teams.

Legal Counsel: The legal consultant retained by the Board of Directors to ensure that the Family of Women complies fully with all applicable federal and state laws and regulations, including any that may impact its exempt status. Part of the Administrative structure of the Family of Women.

M

Marketing Team: Development and maintenance of standardized marketing material for Chapter use; development of marketing content for website and external use; networking with other organizations to share the FOW; marketing goals as approved by the Board. Part of the Media & Marketing Team.

Media Team: Resource for Chapters for social media platform use (Facebook, Instagram, Twitter, NextDoor, Meetup); preparation and posting of Content Team-supplied material on Family of Women social media (including YouTube); creating and hosting podcasts, webinars. Part of the Operational structure of the Family of Women.

Meeting: A group of members who meet on a regular basis and participate in agendas offered by the Family of Women. Meeting agendas are reviewed by the Content Team and are led by members who have satisfied the requirements to become Meeting Leaders. Other variations of meetings exist as well. Meeting cycles are generally six months in duration with a cycle-long agenda theme.

Member: A member is a woman who completes and submits a Membership Form online and pays the applicable dues (and meeting fees if also participating in weekly meetings). A woman who joins as a member is eligible for all the benefits of membership including voting in all elections and being eligible to lead in the organization (provided she fulfills all prerequisites for the leadership position).

N

Nominating Committee: The Committee responsible for nominating a slate of women for consideration by the membership of the Family of Women for election to the Board of Directors.

P

Platform: A service or technology providing tools for social media to a body of users (e.g. Facebook, Twitter, blog, wiki).

Profile: One individual user's personal account, or one group's personal page within a social media platform.

S

Social Media: Public media, written and visual, which is intended primarily for sharing and redistribution through the Internet.

Approved by the Family of Women Board of Directors

April 8, 2022