



Family of Women Leadership Requirements Policy

Requirements for Leadership Positions: This policy compiles the current minimum requirements for specific leadership positions and to indicate recommended qualifications for those positions. It is the express intention of the Board of Directors of the Family of Women that leadership qualifications shall be uniform throughout the organization for the positions specified in this policy.

Leadership Position	Leadership Training	Other Requirements	Recommended Qualifications
Chapter Leader	Required	<ul style="list-style-type: none"> • Member participating in cycle meetings • In cycle meetings for a minimum of two cycles within the past 18 months (which includes the current cycle) • Regular access to a computer and internet 	Successful completion of at least one other leadership position.
Chapter AA	Recommended	<ul style="list-style-type: none"> • Member participating in cycle meetings • Regular access to a computer and internet 	Proficient in Microsoft Office (Excel/Word/email applications). Possesses excellent communication skills.

Chapter Finance Woman	Recommended	<ul style="list-style-type: none"> • Member participating in cycle meetings • Regular access to a computer and internet 	Proficient in Microsoft Office (Excel/Word/email applications). Ability to prepare/create budgets. Impeccable with details.
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Leadership Position	Leadership Training	Other Requirements	Recommended Qualifications
Meeting Leader	Required unless co-leading with an “experienced” Meeting Leader. “Experienced” means with Leadership Training who has successfully led at least one prior cycle meeting.	<ul style="list-style-type: none"> • Member participating in cycle meetings • In cycle meetings for a minimum of two cycles within the past 18 months (which includes the current cycle) • If yet to complete Leadership Training, a mentor is required • Regular access to a computer and internet 	Participate in the next Leadership Training offered, if never taken.

Essentials Leader	Required	<ul style="list-style-type: none"> • Member participating in cycle meetings • In cycle meetings for a minimum of two cycles within the past 18 months (which includes the current cycle) • Successfully completed as a Meeting Leader for a minimum of one cycle • Regular access to a computer and internet 	
Application Leader (Getting Ready, Married Cycle Meeting etc.)	Required	<ul style="list-style-type: none"> • Member participating in cycle meetings • In cycle meetings for a minimum of two cycles within the past 18 months (which includes the current cycle) • Meets Application Meeting requirements • Successfully completed as a Meeting Leader for a minimum of two cycles • Regular access to a computer and internet 	

Leadership Position	Leadership Training	Other Requirements	Recommended Qualifications
Leadership Training Leader	Required	<ul style="list-style-type: none"> • Member participating in cycle meetings • In cycle meetings for a minimum of two cycles within the past 18 months (which includes the current cycle) • Meets Application Cycle Meeting requirements • Successfully completed as a Meeting Leader for a minimum of two cycles • Regular access to a computer and internet 	<p>Both Leadership Training and Leadership Training Intensive require two trainers.</p> <p>This requirement can be met with one trainer and one Leadership Trainer-in-training.</p>

Chief Operations Officer (COO)	Required	<ul style="list-style-type: none"> • Member participating in cycle meetings • In cycle meetings for a minimum of two cycles within the past 18 months (which includes the current cycle) • Successfully completed a minimum of two other FOW leadership positions at the following levels or higher: Chapter Leader, Team Lead, Board Member • May not hold any other leadership position during term • Regular access to a computer and internet 	
Leadership Position	Leadership Training	Other Requirements	Recommended Qualifications

<p>Board of Directors (excluding at large members)</p>	<p>Required</p>	<ul style="list-style-type: none"> • Member participating in cycle meetings for the duration of term • In cycle meetings for two consecutive years prior to joining the Board • Strongly recommended that a candidate for the Board has successfully completed at least one other leadership position. • May not hold any other leadership position during term • Regular access to a computer and internet 	
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Approved by the Family of Women Board

April 21, 2022

