

**Leadership Handbook**

*Des Moines Women’s Club: enriching, preserving and supporting our community.*

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D**es Moines Women's Club is a warm and rewarding experience, nurturing your specific interests in music, art, public affairs, history, lifestyle, antiques, literature, and drama. Membership in the club ensures you of the opportunity for new friendships, entertainment, civic involvement, and learning experiences about the many facets of our community and the world.**

**Table of Contents:**

Duties of the Club President 4

Task List 4

ADDITIONAL NOTES 10

Duties of the President Elect 11

Task List 11

Duties of the Communications Vice President 16

Draft Task List 17

Deadlines: 17

Duties of the Fundraising Vice President 19

Task List 19

Throughout the year 20

Duties of the Membership Vice President 21

Task List: 21

Event tasks 23

Administrative Assistant Job Description 25

Administrative Assistant Task List 27

DMWC Employee Handbook 34

BYLAWS of the Des Moines Women’s Club 38

STANDING RULES OF THE DES MOINES WOMEN’S CLUB 49

DMWC Draft Style Guide 51

Logo 51

Tag Line 51

Colors (PMS) 51

Typography - 52

Imagery 52

Social Media Communication 54

Financial Guidelines & Investment Strategy 56

Procedures for Financial Records Management 62

Policies for Financial Management 64

Quickbooks procedures and best practices 65

Club Program Committee   70

Document Management and Records Retention Policy 72

Marketing Plan 2011 74

Scholarship Award Rules 77

STEM Scholarship Task List 79

Strategic Plan 2015 81

Installation of Officers/Board Members 20\_\_ 87

Guidelines for House Holiday Decorations 90

Interior and Possessions Committee 90

BEAN SOUP Procedures 2010 91

# Duties of the Club President

Revised February 2016

The President shall preside at all meetings of the Club, Board of Directors, and Executive Committee, sign all documentary papers in the name of the Club, and appoint the chairs of departments and committees, a parliamentarian, a *Newsletter* editor, a *Yearbook* editor, and someone to manage the Webpage and post on Facebook. In addition, there are several committees on a three-year rotation where the President appoints the third position. In the event an appointee or chair resigns, the President shall appoint the successor.

The President shall be an ex officio member of departments and committees except the Nominating Committee. The President shall be a member with vote of the Hoyt Sherman Place Foundation Board.

The President shall give a written report to her successor and a copy of the report to the DMWC Administrative Assistant by June 1.

## Task List

**MAY---as President-elect**

On the third Wednesday afternoon, the new President hosts the President’s Leadership Orientation, inviting new officers, chairs, and the Past President. You plan all aspects of the event including refreshments. You will want to ask members to help you with refreshments and decorations. The guest list includes all departments and committee chairs, all board members, all officers, and the Past President. You will be responsible for deciding what you want to serve, usually some kind of cake, nuts and mints, coffee and tea. You will need some people to help keep the table replenished. You should ask a couple of past presidents to pour unless you have beverages on tables. You will need to have name tags ready as well as folders of handouts with name tags identifying the person and committee/department to whom the handouts are directed. Packets include calendar, committee volunteers (from preference sheets), job descriptions for chairs, events schedule, club programs schedule, President’s information sheet, job descriptions for chairs and officers, reimbursement request forms, and report forms. By the end of June, chairs are to contact their committee members and report a final list of names to the Administrative Assistant for inclusion in the *Yearbook.*

At the President’s Leadership Orientation the chair of the Club Programs Committee presents the new President with the club scrapbook for the next year.

**JUNE**

The first meeting at which you will preside is the June Executive Committee meeting, followed by the Board of Directors meeting. You will need an agenda for both of these meetings following the order of business per *Roberts Rules of Order.* Minutes of meetings will be sent to you and to the President-elect for reviewing. These and the agendas are then set out to the Executive Committee and Board members before their respective meetings. The Summer Card Party is scheduled directly following the Board Meeting. (The Card Party chairs and members were selected by the previous President.)

At the Board of Directors meeting, the Board elects and ranks Nominating Committee members for next year. Later the chair and co-chair of the committee call those elected to see if they are willing to serve.

The Board views and votes on approval of the budget submitted by the Finance Committee.

With the Food Committee, negotiate the cost of the catering contract for the coming year. Inform the Finance Committee at the May meeting of the cost of meals for the coming year so adjustment can be made in the budget if the price is increased.

Sign new catering contract by June 30.

Send out membership renewal letters; if possible distribute in person at the Summer Card Party.

Complete bank signature sheets for authorization for President, President-elect, and Treasurer to sign checks. Update the people who can sign the credit card.

**SUMMER**

Attend all club meetings. Direct the production of the club *Yearbook*. Make sure information is correct in the *Yearbook*, using several proofreaders. Have the *Yearbook* printed and available on the first regular Club day in October. Place easily read names of members on their book. During the year each new member should receive a *Yearbook* and a letter from the President when joining.

Order paper napkins for the next year, first checking to see what napkins are on hand.

**JULY**

Check to be sure that the Club Program Committee chair has sent out contracts/agreements for the speakers and performers scheduled for the upcoming Club year. A cover letter signed by the Club Program Chair should be included with each contract. The President signs the contracts.

Have the AA send an email blast reminder that dues need to be payed by August 1.

**AUGUST**

Ask the Membership Vice-president to make arrangements to contact members who did not pay their dues by August 1.

**SEPTEMBER**

Attend Finance Committee meeting.

Preside at the Executive Committee and Board of Directors meetings.

Renew Workman’s Comp insurance by October 1.

Meet with the Opening Day Committee early in the month.

Prepare and send out invitations to Opening Day (the committee traditionally does not do this).

**OCTOBER**

Attend the Finance Committee meeting.

On Opening Day, say a few words of welcome and introduce the performer, greet guests in the hallway as they arrive at the gallery for tea after the performance.

Preside at the Executive Committee and Board of Directors meetings.

**OCTOBER THROUGH MAY**

On Wednesdays welcome members to lunch, introduce those sitting at the President’s table and any other committee/department table members, ask for introduction of any guests, and introduce the person giving the invocation. After lunch thank the person responsible for the centerpieces, make announcements, and invite others to make announcements.

**NOVEMBER**

Attend the Finance Committee meeting.

Preside at the Executive Committee and Board of Directors meetings.

Compile a guest list for the President’s Holiday Party for officers, committee chairs, past presidents, and Hoyt Sherman Place staff. Prepare and mail invitations.

Contact caterer regarding the menu for the party.

**DECEMBER**

Host President’s Holiday Party. You can decide if you want a tea, brunch, or luncheon. You are responsible for table decorations, napkins, and whatever you decide to serve. You may arrange for a performance or group activity. A budget is provided for the brunch. Traditionally the President gives a small gift to each guest.

Put out a container to collect holiday gift money for the Administrative Assistant and the Operations Manager. This money is divided in proportion to the number of hours worked per week for the Club, i.e. 30 for AA, 7 for OM.

**JANUARY**

Attend the Finance Committee meeting.

Preside at the Executive Committee and Board of Directors meetings.

Meet with the Administrative Assistant to establish which nine days s/he will use for holidays in the coming year (based on HSP calendar).

**FEBRUARY**

Attend the Finance Committee meeting.

Preside at the Executive Committee and Board of Directors meetings.

Sign the certificates for the winners of Art Exhibition awards.

Attend Art Exhibition Opening Reception and Gallery Night.

**MARCH**

 Attend the Finance Committee meeting.

Preside at the Executive Committee and Board of Directors meetings.

Liability insurance needs to be renewed by April 1 (renegotiated every three years).

**APRIL**

Preside at the Annual Business Meeting of the Club on the first Wednesday of April at which Officers and Board of Directors are elected for the next year. The meeting requires a fifty one member quorum. At the Annual Meeting the President calls upon the Chair of the Nominating Committee to read the list of candidates for the different offices. After this list has been read, the President indicates that by virtue of her office, the President-elect \_\_(name)\_\_\_\_\_\_\_ will be named as President. The President asks if there are any further nominations for other offices. If there are none, after she has named the entire slate, she indicates that since there is only one nominee for each office, election will be by voice vote. As the election is concluded, she names the entire list of candidates, indicating that they have been elected. She then asks the newly elected Officers and Board members to stand where they are seated. Plan for an activity at the end, as it is likely the meeting will end early.

Attend the Finance Committee meeting.

Preside at the Executive Committee and Board of Directors meetings. At the Executive Committee meeting request a resolution to add next year’s President and Treasurer to the bank account for check signing authority.

The President is expected to sign all scholarship certificates. After each recipient makes her/his presentation on the stage, the President presents a certificate and makes a few quiet congratulatory comments to each.

If a Woman’s Club member’s term is over on the Hoyt Sherman Foundation Board, appoint a member to take her place and inform the Executive Director of the HSPF of the appointment.

**MAY**

No Executive Committee or Board of Directors meetings are held.

With the Food Committee, negotiate catering contract for the coming year. Inform the Finance Committee at the May meeting of the cost of meals for the coming year so adjustment can be made in the budget if the price is increased.

Complete budget for the next year with the Finance Committee, if not done already.

Installation is the first Wednesday morning in May. The Parliamentarian installs Officers and Board, with attached script. President-elect presents outgoing President with engraved medallion gift. President gives brief farewell message and hands gavel to President-elect. President-elect gives short speech.

At the Memorial Hour following the installation, the President and President-elect place roses in a vase for each member who died during the club year.

Complete annual report and give it to the next President and Administrative Assistant by June 1.

Send thank you notes to officers, department chairs, and others.

## ADDITIONAL NOTES

The Past Presidents usually have lunch together four times a year. When they sit together in the Art
Gallery, it is tradition for the current President to introduce the Past Presidents; when they meet in the President’s Dining Room it is tradition for the current President to pay a brief visit to greet them and make a few comments.

Write a letter for each *Newsletter.*

Supervise the work of the Administrative Assistant and, with the President-elect, do a performance review of the AA every six months.

Sign thank you letters sent to those who contribute money or goods to the Club and businesses that contribute to the Basket Auction.

Attend Hoyt Sherman Place Foundation Board meetings.

# Duties of the President Elect

**Information undated February 2016**

The **President-elect** shall be an ex-officio member without vote, unless serving as chair, of all departments and committees except the Nominating Committee. The President-elect shall be a voting member on the Des Moines Women’s Club’s Finance Committee and shall be a member of the Hoyt Sherman Place Foundation Board. The President-elect is authorized to appoint committee and department chairs for the ensuing year. The President-elect shall give a written report to her successor and a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1. Bylaws Article V, Section 5)

In the absence of the President, the President-elect shall preside and so on through the order of precedence through the Vice Presidents. The order shall be Communications Vice President, Fundraising Vice President, and Membership Vice President. If any elected officer is absent on three board meeting days without an accepted excuse, she shall be replaced by the Executive Committee. In the event an elected officer resigns, her replacement shall be selected by the Executive Committee. (Bylaws Article V, section 3)

Tips: Attend as many committee and department meetings as possible in order to be familiar with members you might appoint next year to chairperson slots.

Attend the Executive Committee and Board of Directors meetings

## Task List

**May**

Attend the President’s Orientation on the third Wednesday.

**June**

June 1 is the beginning of your term.

**Summer**

Attend all planning meetings of departments and committees. Attend DMWC Finance Committee, Executive Committee, and Board meetings and Hoyt Sherman Place Foundation meetings.

**August**

The DMWC Barbeque is held the first Saturday in August.

**October-May**

Continue to attend committee meetings as often as possible.

**November**

Collect money from board members and purchase a holiday gift for the Club President.

**December**

Present the holiday gift to the President at the President’s Holiday Brunch.

Revise the Preference Sheet for the next Club year and send it to the Administrative Assistant for copying.

**January**

Send the revised Preference Sheet to the Administrative Assistant by January 10 to be included as a flyer in the February/March Newsletter. Extra copies should be handed out at Club luncheons and given to the Membership Vice-President for inclusion in new member packets.

Appoint the new member of Club Programs Committee. Tell the Club Programs Committee chairperson the dates for next year’s Club programs and the name of the new committee member that has been appointed. This committee meets in the spring to plan for the next year.

Clear dates when the auditorium will be needed with the Executive Director of Hoyt Sherman Place.

**February**

Distribute forms and ask members to complete Preference Sheets. Make one general announcement at lunch.

**February-March**

At lunches continue to encourage members to complete Preference Sheets. Visit one-on-one with those members from whom you have not received a form. Begin to assemble information from Preference Sheets. An Excel spreadsheet works well for this task.

Review committee and department chair prospects and get recommendations for standing committee appointments. Tips: People are more likely to say yes if you ask them in person, so use Wednesday lunches for recruitment. Learn interests and talents of new members at the New Members Lunch and help them complete Preference Sheets if they haven’t done so.

**March**

After the Nominating Committee reports the slate of officers and board members to the President and President-Elect, recruit and confirm committee and department chairs and other appointments for the next year. You may assemble an informal leadership committee to help with appointments. Traditionally the current chairs are asked if they wish to continue for the next year. If not, they are asked if they have recommendations for a replacement. All department and committee chairs and co-chairs are appointed. The Historian, Nominating Chair and Co-Chair, Parliamentarian, Newsletter Editor, Yearbook Editor and Facebook and Web site updaters are appointed. One new member of the Art Exhibition, Club Programs, Finance, Financial Review, Food/Catering, and Scholarship Steering Committees is appointed to a three year term.

Arrange for the Club gift for the President to be given at the installation ceremony in May. Traditionally this is a gold medallion or charm engraved with the President’s name and presidential year. Note: Marilyn Kramme has our supply of these and knows how to get the engraving done.

Start to plan the President’s Leadership Orientation meeting for Club leadership and past presidents. This is traditionally scheduled for the third Wednesday in May. Work with the Administrative Assistant to design invitations. Invite new officers, chairs, co-chairs, and past presidents.

**April**

Complete the online Club calendar or submit dates to the Administrative Assistant so she can do the updating. When completed, finalize dates for all events with Hoyt Sherman staff.

Produce a guest list for President’s Leadership Orientation meeting with each attendee’s commitments (e.g. board member, department/committee chair) to be used by the Administrative Assistant to make labels for invitations and for the packets of materials for each. The AA should send out these invitations three weeks before the event.

Revise the materials you will be distributing and have them proofread and copied.

Using the information compiled from the Preference Sheets, produce lists of committee members so the AA can create spreadsheets with contact information for each department/committee chair. These lists are to be passed out at the Leadership Orientation. Proofread sheets carefully.

**May**

By May 10 write a President’s letter for the June/July newsletter. Also submit a thank-you to the Invocation Committee members to include in this newsletter.

Complete annual report to be passed on to the next President-Elect and the AA.

Attend installation of officers. Give incoming President’s message. Present the Club gift to the outgoing President at the installation.

With the help of the AA assemble materials for each Leadership Orientation attendee. These packets should contain general information, departmental program schedule, individual job descriptions from Online handbook (if up-to-date), department responsibilities, lists of members of each department/committee, “Call Me, I’ll Help” list, new members list, Club Program summaries for the coming year, Mark Your Calendar handout (other upcoming events), projected budget, and any other enclosures you wish to include.

Note: After receiving their committee lists, chairs are to contact their committee members, add new members as needed, and repost the names to the AA by July 15 for inclusion in the Yearbook.

Host the President’s Leadership Orientation on the afternoon of the third Wednesday of May. Assemble a small group to help with set-up and clean-up. Usually two past presidents do the pouring if you have a formal table. Assign two people to distribute the information you have prepared for those who attend the meeting. Note: there is a line item for expenses for this event. Leave materials for those who couldn’t attend at the front desk for pick up.

Complete annual report and pass it on to the next President-Elect and AA.

At the Leadership meeting the chair of Club Programs presents you with the Club scrapbook for the next year.

Meet with the person who will be president of the Past Presidents’ Club to determine the four meeting dates for the next Club year.

**June**

Congratulations, you are now President of the Des Moines Women’s Club.

# Duties of the Communications Vice President

**Job Description**

Bylaws: The Communications Vice President shall coordinate all marketing and publications for the club including the *Newsletter, Yearbook*, website, and social media.

The Communications Vice President shall coordinate the work of the chairs of the newsletter, yearbook, marketing, and social media committees and shall review the promotion of Club events to ensure consistency in the message and uniformity in printed and posted materials.

The Communications Vice President shall coordinate the work of the *Newsletter* editor and the *Yearbook* editor. She shall also coordinate the work of the website administrator, and promotion of Club events.

(The President elect shall appoint chairs of the five communications committees (newsletter, yearbook, marketing, website, and social media) using the annual preference sheets. The committee chairs shall recruit committee members including members who express interest on the annual preference sheets.)

The Communications Vice President shall attend the Executive Committee and Board of Directors meetings.

The Communications Vice President shall meet with the committee chairs as necessary to coordinate the Club’s public image.

* The Communications Vice President will seek approval of the Board of Directors for revisions of the logo and tag line.
* The Communications Vice President will communicate the protocol for the use of the logo and tag line.
* The Communications Vice President shall request an annual marketing budget from the finance committee.
* She will communicate to committees and department chairs this protocol.
* She will approve rough drafts of printed materials submitted to the Administrative Assistant by committees and departments.
* She will coordinate marketing of the Club events including signs, public and social media, brochures and other printed materials.
* She will work with scholarship chair to publicize scholarships
* She will work with the Fundraising vice president to coordinate publicity for fundraising events.
* The marketing committee shall arrange for paid and unpaid advertising including online calendars, signage, Craig's list ads, press releases and television appearances.
* The social media committee shall arrange for Facebook ads and promote club activity on Facebook and Twitter
* The website chairperson shall coordinate website updates with the administrative assistant.
* The yearbook committee shall assist the administrative assistant in proof reading
* The newsletter editor shall be responsible for newsletter and may recruit committee members for assistance and proofreading.

## Draft Task List

**May**

Meet with new communication chairpersons to plan the year’s activities

**September**

Work with website chair to post scholarship applications online

**December**

 Work with scholarship chair and facebook chair to publicize scholarships

**January**

Review preference sheet to be sure all committees and information is correct.

**February**

Work with Art Exhibition chair and Marketing chair to publicize Art Exhibition

Prepare communications budget for all committees for next year consulting with committee chairs. Submit to finance committee when requested.

## **Deadlines:**

May 10: June/July Newsletter deadline

July 10: August/September Newsletter deadline

August 1: Yearbook information deadline. The yearbook is distributed at the first October club meeting.

September 10: October/November Newsletter deadline

November 10: December/January Newsletter deadline

January 10: February/March Newsletter deadline

March 10: April/May Newsletter deadline

# Duties of the Fundraising Vice President

**Job Description**

Bylaws: The Fundraising Vice President shall chair the Fundraising Projects Committee and will supervise the committees responsible for the individual fundraising efforts of the Club.

The Membership Vice President shall attend the Executive Committee and Board of Directors meetings.

## Task List

**June through August**

* Meet with the Fundraising Vice President from the previous year.
* Meet in June with the Fundraising Projects Committee comprised of the. Fundraising Vice President as chair, the President-elect, the chair of the Finance Committee and the chairs of the individual fundraising projects and other interested members of the Club.
* Evaluate each fundraiser as to member interest and financial earnings.
* Make any appropriate changes to improve the fundraisers that will be held. in the current year.
* Gather new fundraising ideas.
* Create a balance of those fundraisers of interest to members only and those of interest outside our membership.

**September through November**

* Decide on fundraising events for the next year.
* Develop a committee for each new event.
* Develop a budget for each event that will be held in the next year.
* Develop a standard reporting form for each fundraiser to use for their final report.

**December**

* Submit list of fundraising projects to President-elect to include on the preference sheet.

**January**

* Confer with President elect to select chairs for each fundraiser.
* Submit a budget for each fundraiser for Finance.

## Throughout the year

* Instruct all chairs of fundraising projects to submit promotional materials to you.
* Coordinate with the Communications Vice President all promotional materials for each fundraiser.
* Collect fundraiser report within 20 days of the event. These reports should contain the expenses and income from the events.
* Develop fundraising projects that require long-term planning for the future
* Report outcomes of fundraisers to the Board of Directors.

# Duties of the Membership Vice President

**Job Description**

Bylaws: The Membership Vice President shall chair the Membership Committee. The Membership Vice President shall coordinate the Prospective Member events, the Meet-The-New-Members events and the Memorial Hour.

The Membership Vice President shall attend the Executive Committee and Board of Directors meetings.

## Task List:

**June:**

* Meet with the previous Membership Vice President.
* Fill committee positions.
* Provide names of additional committee members to the president for the Yearbook.
* Plan and schedule a Prospective Member event in the October and March.
* Plan and schedule a Meet-The-New-Members program in October and March.

**Summer:**

* Meet with the Membership Committee to share ideas and assign duties.
* Start planning the Memorial Hour coordinating with the Music Committee (you may appoint a separate chair for he Memorial Hour or plan it yourself).

**August:**

* In early August the Membership Committee should telephone all members who have not paid their dues for the current year.
* Telephone receptionists can help with contacting these members who have not renewed as of early August.
* A membership count should be made and the gains or losses reported to the board in September.

**October:**

* Host a Prospective Member event.
* Present a Meet-The-New-Members program.

**March:**

* Host a Prospective Member event.
* Present a Meet-The-New-Members program.
* Start planning the Memorial Hour coordinating with the Music Committee and include the Memorial Hour script (Note: you may appoint a separate chair for the Memorial Hour or plan it yourself).

**April:**

* Continue with the Memorial Hour planning.
* Prepare the Memorial Hour script.
* With the Administrative Assistant prepare a program for the Memorial Hour and reproduce for the members.
* Arrangement of the room and any technical needs should be coordinated with the Administrative Assistant.

**May:**

* The Memorial Hour is held on the first Wednesday in May.
* Facilitate the Memorial Hour program.
* Pass on the committee folder at the President’s Orientation.
* Complete the report on the year’s events and give to the President and the Administrative Assistant.
* Update the task list.

**Throughout the year tasks:**

* Coordinate with the Communications Vice President all publicity and printed materials including the programs, invitations, informational packets and public and social media.
* Call prospective members who have contacted the club directly to follow up, answer questions and invite to a prospective members’ event.
* Encourage sponsors to get their new members integrated into club activities throughout the year.
* Monitor membership names and numbers through the Administrative Assistant.
* Remind members to be thinking of friends who could be prospective members.
* Post reminders in the newsletter encouraging members to bring potential members.
* Work with the Administrative Assistant to be sure all the new member names and addresses are listed in the newsletter, made available to the general membership and the mailing list is kept updated.
* The Administrative Assistant will prepare a letter of welcome to new members to be signed and sent out by the President.
* New members should complete a Preference Sheet and their names sent to the appropriate Department and Committee chairs.
* Update and monitor the availability of informational packets at the telephone receptionist desk.

## Event tasks

**Prospective Members Event**

* At the event arrange for members to present information on the Des Moines Women’s Club organization, our club structure, our history and a typical club day.
* Prospective members should also hear about the annual art show, our scholarship program and Hoyt Sherman Foundation.
* Each attendee should receive an informational packet about the Club
* Make a reservation for each prospective member staying for lunch.
* Coordinate with the Cashier Chair the names of those prospective members who will be a guest of the Club for lunch.
* The Administrative Assistant will prepare name tags for the prospective members.

**Meet the New Members Event**

* Facilitate the introduction of the new members at a designated weekly program.
* Present each one with a small gift from the Club (currently there are glass paperweights available for this gift)

**Memorial Hour of remembrance for deceased members**

This is held after the installation ceremony the first Wednesday in May. A chairperson for the Memorial Hour may be appointed in the summer so that it appears in the yearbook.

**Duties for the Memorial Hour**

* Coordinate all aspects of the Memorial Hour with the Membership Vice President (if there is a chair for the event).
* Traditionally the DMWC Chorus provides the musical portion of the Memorial Hour and is coordinated through the Music Department. Contact with the Music Department chair should be made early in the year.
* Work with the Chorus Director to arrange the program.
* Throughout the year collect the names and obituaries of members who have passed away during the year.
* Prepare comments on each of the deceased to be read during the program.
* Purchase roses for the Memorial Hour.
* Ask the President and President-elect to assist by placing flowers in the memorial vase as the names are read.
* Select a presenter(s) to make the opening and closing remarks and/or to read the names and comments about the deceased.
* The program should be coordinated with the Communications Vice President and printed by the Administrative Assistant.
* Contact family members of the deceased and invite them to attend the Memorial Hour

# Administrative Assistant Job Description

**Status:** Part-time
**Reports to:** President, Board of Directors
**FLSA Status:** Hourly
**SUMMARY:** Under the direction of the Des Moines Women’s Club president, performs a variety of administrative support duties. This position works thirty hours per week from September through May and twenty hours per week in June, July, and August for the Des Moines Women’s Club at Hoyt Sherman Place in Des Moines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
\* Maintains Women’s Club calendar and attends meetings as necessary.
\* Manages all activities related to weekly Club Day: reservations, cancellations; speaker; audio/visual arrangements; caterer coordination and information table.
\* Oversees cash flow, accounts receivable, accounts payable, and general ledger activities related to business operations.
\* Provides income statements, balance sheets, cash flow statements and other financial information for the use of the club Treasurer, Finance Committee, and club President.
\* Assists the Finance Committee with preparation of annual budget.
\* Provides appropriate information to outside auditors and assists with final preparation of year-end financial statements.
\* Assists with preparations and attends special events such as: Art Exhibition; Flea Market; Sizzlin’ Summer BBQ; and scholarship selection process.
\* Works in conjunction with department/committee chairs to write, produce and/or procure promotional materials for club events and activities, including letters, brochures, posters, media ads and flyers.

**KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of Women’s Club policies and procedures, the roles of elected officers, and the day-to-day operations of the Hoyt Sherman facility. Knowledge of general office practices and procedures. Knowledge of nonprofit accounting and bookkeeping principles, practices, and procedures. Skill in using Microsoft Office software and QuickBooks. Skill at performing a wide variety of responsibilities with accuracy and speed under the pressure of time-sensitive deadlines. Ability to provide outstanding customer service, both in person and on the phone, to visitors and club members. Ability to compose and proofread letters, flyers, and other promotional materials. Ability to use independent judgment and operate with minimal supervision. Ability to exercise discretion in confidential matters. Ability to work harmoniously with a wide range of persons. Ability to communicate effectively and courteously, both verbally and in writing. Ability to establish and maintain effective filing systems. Ability to perform mathematical and accounting procedures. Ability to operate a personal computer using standard and customized software applications.

**ESSENTIAL PHYSICAL ABILITIES**Sufficient clarity of speech and hearing to be able to communicate effectively. Sufficient vision to be able to produce and review a wide variety of reports and related materials in both electronic and hard copy form. Sufficient manual dexterity to be able to access relevant materials and operate a keyboard. Sufficient mobility to be able to transport materials and equipment and to climb stairs.

**EDUCATION AND EXPERIENCE**A minimum of two years of progressively responsible administrative secretarial work in the area of office management is required. B.A. degree preferred, with coursework in business administration or finance. Additional coursework in communications and marketing is useful.

#  Administrative Assistant Task List

**Des Moines Women’s Club Administrative Assistant Task List**Updated April 1, 2015

**June**

 Collect reservation checks from members for the Summer Card Party.
Meet with President to revise and produce the annual Membership renewal letters. There are several different letters, e.g., for life members, regular members, and new members. The dues statement is a half-page sheet. Hand out the dues letters to all who attend the Summer Card Party. Mail the rest of them.
Update website with all events scheduled for the coming club year. Include summer events for both years. This must be done in June. The website provider is Square Space.

Work with Marketing to be sure press releases are out a month in advance. Use free Internet calendars.
Begin the layout of the yearbook, using Microsoft Word
Send out contracts for Club Programs. Track return of contracts.

**July**
 Deadline is the 10th for the August/September newsletter.

 Send most recent member mailing address list to printer.
Contact the chairs of all of the departments and committees to give you their final lists of committee members for inclusion in the yearbook.

Continue to work on yearbook, inputting data as it is received.

 Keep track of the money that comes in.
**August**Send scholarship checks to the appropriate colleges and universities for the scholarship winners announced last April, as soon as the school verifies the winner’s current enrollment. Mail checks with a cover letter signed by President, and send a copy of the letter to each scholarship recipient.
Continue to work on the yearbook, inputting data as it is received.
Produce a list of members who have not yet paid dues, to give to the Membership Committee. The committee members will call to remind them of the Sept. 1 deadline for inclusion in the yearbook.

Work with chair to produce Flea Market flyer.

**September**

 Deadline is the 10th for the October/November newsletter.

 Send most recent member mailing address list to printer.
Work with President to design and mail Opening Day Tea invitations.
Request changes in scholarship application forms from scholarship chair.
Complete the yearbook by September 15th and have it proofread by at least three people, including the President, before sending it to the printer.
Print labels with members’ names to place on yearbook.

**October**Set out the Prospective Member Coffee information at the Opening Day Tea.
Set out the yearbooks for distribution at the first regular club meeting.
Design flyer for Holiday Card Party.

Mail prospective member coffee invitations.

Make sure the room is set up for the Prospective Member Coffee event.

Design and mail New Member lunch invitations two weeks before the event.
Complete Scholarship documents. Work with Scholarship chair on annual updating of the online mailing list for scholarships. Mail and/or email the applications.

Design Basket Auction flyer and tickets for Tuesday night sale.

**November**

Deadline is the 10th for the December/January newsletter.

 Send most recent member mailing address list to printer.Make the Basket Auction flyer available on Club days during the first two November meetings.
Mail/email scholarship notices by first week in November.

With President’s input, create the invitation to President’s Christmas Brunch, RSVP required.
Get guest list from President. Mail the invitations (55-65 people, including past Presidents and Hoyt Sherman staff) before the end of November.

**December**Complete brochure for Art Exhibition in mid-December. It is printed in early January, and mailed and emailed in mid-January. Mail brochure only to artists who have no email address. Order extra brochures for reception desk.
Help President during setup and cleanup for President’s Christmas brunch.

Get revisions for next year’s Preference Sheets from President-elect. Send a copy to Newsletter Editor or printer for distribution in February/March newsletter.

**January**
Deadline is the 10th for the February/March newsletter.

 Send most recent member mailing address list to printer.

 Receive the scholarship applications, sort and distribute to scholarship chairs, track and record the number of applicants for each scholarship to give to overall scholarship chair.
Create Gallery Night postcard for distribution to the artists who participate.
Attend annual Fundraising Committee meeting. Prepare a three-year Fundraising budget showing budget and actuals for each club fundraiser, for distribution at the meeting.
Print budget information for Finance chairperson to begin the budget development process.

 **February**Make sure that chairs of scholarships who schedule Saturday auditions have access to the building and any technical help they need.

Design and mail New Member lunch invitations two weeks before the event.

Bakeless Bake sale is held every other year in February. The chair will compose a one-page document to be mailed.

**March**Deadline is the 10th for the April/May newsletter.

 Send most recent member mailing address list to printer.The judging in completed on the Saturday morning before the Opening Reception of the Art Exhibition. Start laying out the Artists’ Catalog as soon as you receive the names of the entrants from the committee chair. Saturday, when the catalog is finished and has been proofread by the Art Exhibition chair, get the copy to printer.On the day of the Opening Reception and Awards Ceremony, pick up the Artists’ Catalogs from the printer and deliver to Hoyt Sherman Place, to be distributed to those who attend the reception.

Mystery dinner theater is held every other year. Produce tickets, a flyer, and media promotion. Prepare table-seating diagrams.Get President-elect’s input and create invitations for the President’s Leadership Tea in mid-May.Prepare certificates for scholarship recipients, and Verification of Enrollment Requests. Place together in individual envelope to present to winners during scholarship program in April. **April**Work with scholarship chair to design a program for Scholarship Day, which is the third Wednesday in April. Consult with scholarship chairs regarding what their winners will be presenting and decide on the order of appearance in the program.Consult with the Hoyt Sherman Place technical director to facilitate arrangements for each of the scholarship winners to perform in the auditorium.Request from scholarship chairs the names of the recipients, their guests, and any judges who will be attending the scholarship luncheon. Prepare place cards, nametags, and table tents. Ask scholarship chairs who is to be seated at each chair’s table.Plant sale orders come in April. Delivery is the first week of May. Chairperson tallies the orders and calls them in to the supplier.
With input from May Day chair, create publicity flyer and tickets. Meet in early April with President-elect to start planning President’s Leadership Tea, held the third Wednesday in May. Update all the documents, calendar, information sheet, and schedule. Documents from previous year are on file. Compile information from the Preference Sheets into individual departmental spreadsheets and committee lists, with contact information for all, to be distributed to department and committee chairs at the Tea.

After getting the guest list from the President-elect, mail invitations three weeks in advance of the Tea. Generally, 50-60 people are invited, including past Presidents. RSVP regrets only should come to the administrative assistant.

Work with President-elect to compile and label the information. The information should be ready to distribute at the Tea. Work with Membership chair to create program for the Installation of Officers and the Memorial Hour, which are scheduled on the first Wednesday in May.

 Receive annual reports from committee chairs by May 1st. Follow up for those who have not turned in their reports.

**May**

Deadline is the 10th for the June/July newsletter.

 Send most recent member mailing address list to printer.
Make sure the room arrangements for the Byers Room and the Gallery are in order for the President’s Leadership Tea.
Place informational packets for those department and committee chairs unable to attend the Leadership Tea.

 Collect reservation checks from members for the Summer Card Party.

**June**
End of fiscal year. Work with audit committee to purge files; shred discarded files. (Check on policy of shredding documents in financial policy.)

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 **Weekly Tasks** Call in or email the number of lunch reservations to the caterer every Tuesday morning during the Club year, October to May. Set out the place cards for those sitting at the President’s table and for any departmental tables. Make a bank deposit of any money collected during the week by Friday of each week. Keep active office files current. Following the club’s Records Retention Policy, remove older paper files as space requires and move them to the club archives. Pay any invoices received by preparing checks for President’s signature.

**Monthly Tasks**
Print the agendas for the monthly executive committee and board meetings.
Print extra copies of the previous month’s executive committee and board minutes to be distributed at each board meeting.

**As Needed Tasks**Upon request, do typing for department and committee chairs and club officers for club-related events and activities.
Keep club President informed of upcoming deadlines and annual responsibilities.
Memorials: Send thank you letters to those who send memorial money to the club, and notify the families of the deceased with a list of contributors. Take the names of the recently deceased off the luncheon and Membership lists. Keep track of the names of members who die during the club year and let the 2nd Vice-President know so they may be honored at the Memorial Hour in May.
Update the Google Calendar and website with events and committees as you confirm the events.
Use the checklist on file for processing new members.

 Chairs may sometimes contact AA to send out email notifications for their department or committee meetings.

 When a meeting date is requested, check in the HSP calendar to confirm that the date is not already booked. If the date is free, reserve the room and notify chairs that the meeting date is okay.
Notify the President of any contacts from other women’s groups or outside groups wanting to interact with the Women’s Club so she can communicate with them.
Bean soup: make sure the room is set up for the workers to prepare the bean soup mix.

Send most recent member mailing address list to printer.
Use slow time as needed to organize online and paper files.
Continue to update department and committee lists as new members are added. Notify chairs and President as needed.

 Answer phones; take notes and resolve issues during regular work hours.

 Provide Membership chair, President and any other interested party, names and contact information of new members.

 Send welcome letter to new members; include preference sheet and information sheet.

 Prepare on-going statistical report of lunch reservations for President. Update weekly.

 Send out invoices for those members who made a reservation but did not come to lunch.

 Set up meetings with coffee, tea, water, cups and condiments.

 Maintain good relations and a positive attitude with Hoy Sherman personnel, as well as telephone receptionist and all club members.

# DMWC Employee Handbook

**Welcome!**Welcome to your employment with the Des Moines Women’s Club. You will be working for an organization with a rich cultural history in Des Moines. The Club was founded in October 1885, and made Hoyt Sherman Place, a Des Moines landmark, its home in 1907. We trust that you will find your employment to be both interesting and satisfying as you work with the women of the Club to promote its mission.**Des Moines Women’s Club Mission Statement***It shall be the mission of this Club to maintain an organized center of thought and action among its members which results in mutual improvement in their lives as well as an enhancement of the life of the community through benevolent and scholarship activities while supporting the mission of the Hoyt Sherman Place Foundation.***Supervisor**Your immediate supervisor is the current Women’s Club president. A new president takes office in June of each year, so your supervisor will change on an annual basis. In the president’s absence, the president-elect is your supervisor. **Work Schedule**Your position is part-time. The daily schedule and the number of hours worked per week are determined by the Club president. You may request either a half-hour or an hour for your lunch period. You will be required to work occasional evening and weekend hours for Club events.**Timesheets**You are required to complete a timesheet for every two weeks of work. The timesheet must be signed by you and turned in to the Club president on a schedule assigned by her. **Meals and Breaks**You are entitled to a fifteen-minute break for every four consecutive hours worked in a day. Any food that you bring to work should be stored in the kitchen. You are expected to clean up after yourself after using the kitchen. On Wednesdays when the Club meets (October through mid-May), you will receive a complimentary lunch.**Paid Holidays**There are nine paid holidays for the executive assistant position. These will be the same nine holidays the Hoyt Sherman Place staff observes. Each calendar year the Hoyt Sherman Place Executive Director determines these paid holidays according to the day of the week that they fall. Once holiday dates have been determined for the year, the Executive Director will inform the DMWC President and the Executive Assistant.

**Personal Time**You will accumulate eighteen personal hours per calendar year, which will be earned at the rate of 1.5 hours per month for the first year of employment and thirty hours at the rate of 2.5 hours per month after your first anniversary. Personal time may not be used until earned and must be approved in advance by the Club president. A maximum of nine hours of unused personal time may be carried over from one calendar year to another.**Probationary/Training Period**You will be in training for the first six months on the job. During that period, it is important that you communicate frequently with the Club president regarding any work-related questions you may have.**Performance Reviews**The purpose of a review process is to help you work to your full potential. You will receive a performance review before the end of your six-month probationary period. Your performance will be reviewed annually, on or before the anniversary of your start date. Performance reviews will be conducted by the Club president and the president-elect.**Dress Code**As an employee of the Des Moines Women’s Club you reflect the Club’s position in the community by presenting a positive, professional image. You are expected to dress professionally when representing the Des Moines Women’s Club, whether you are working inside Hoyt Sherman Place or outside in the community. Jeans, t-shirts, and athletic shoes are not suitable work attire. Jeans are acceptable on casual Fridays when no events or meetings are scheduled. When in doubt as to whether an article of clothing is appropriate, you may consult the Club president.**Illness and Injury**If you are ill or injured and cannot report to work, you must notify the Club president of this fact daily, in advance of the time you are to report to work. If you are unable to reach the Club president by phone, you must call the president-elect. Do not leave a message on an answering machine. After an illness that has continued for three or more working days, a doctor’s statement may be required, giving the nature of the illness or injury and certifying when you may resume your normal work schedule. It may be possible for you to make up any hours missed due to illness. That decision is at the discretion of the Club president.**Maternity Leave**Maternity leave must be requested well in advance, so that the Women’s Club will have the necessary time to find a replacement in your absence. You may request up to eight weeks of leave without pay for maternity leave. You must call the Club president at least three weeks before your anticipated return date to confirm your return to work.**Weather Conditions**The executive director of the Hoyt Sherman Place Foundation makes the decision on when to close the building due to extreme weather conditions. You are expected to report to work on your regular schedule unless you have received notification that the building has been closed. Time off when the building is closed due to weather is without pay. However, you may make arrangements to make up the lost time with the Club president.**Drug Use Policy**The presence or use of drugs and/or alcohol on the job is prohibited. Hoyt Sherman Place is a smoke-free environment. **Electronic Communication**Online correspondence and email messages are not considered confidential and may be monitored. Use of the Internet, email, and web browsers on work time should be directly related to the mission of the Des Moines Women’s Club and your specific work tasks. You may not install or play computer games while on work time. Personal cell phones may not be used on work time; their use is limited to lunch and break times only.**Resignation**The Des Moines Women’s Club would appreciate as much notice as possible when you are planning to resign. You are asked to give a minimum of three weeks notice. Your resignation must be in writing and must be directed to the Club president.
Rev June 27, 2016

# BYLAWS of the Des Moines Women’s Club

**(Internal Revenue Service E.I.N. No. 42-0698219)**

**(Amended 2009-2010, 2013-2014, 2014-2015, 2015-2016)**

ARTICLE I

Name

The name of this organization shall be the Des Moines Women’s Club.

ARTICLE II

Mission

It shall be the mission of this Club to maintain an organized center of thought and action among its members which results in mutual improvement in their lives as well as an enhancement of the life of the community through benevolent and scholarship activities while supporting the mission of the Hoyt Sherman Place Foundation.

ARTICLE III

Members

Any adult interested in the mission of the Club shall be eligible for membership provided that such an adult fulfills the requirements and qualifications of these bylaws. An applicant for membership shall present an application on the Club’s form accompanied by the initiation fee of $25 and applicable dues.

Section 1. The classes of membership are: **Berryhill** (ages 18 to 35), paying annual dues of $40; **Calista Halsey** (ages 35 to 50), paying annual dues of $75; **Margaret Cleaves** (ages 50 and above), paying annual dues of $150; and **Honorary Life Member** – one who has paid annual dues for 50 years, dues cease.

A **Berryhill** membership shall terminate May 31 of her 35th year. A **Calista Halsey** membership shall terminate May 31 of her 50th year.

Applicants admitted to membership in January and February shall pay, in addition to the $25 initiation fee, dues of $20 for **Berryhill** members, $37.50 for **Calista Halsey** members and $75 for **Margaret Cleaves** members, for the balance of the year. Those admitted beginning March 1 shall pay, in addition to the $25 initiation fee, full dues for the ensuing year and shall have the privilege of attending meetings in March, April and May.

Section 2. Dues become delinquent August 1. Members not paying dues by September 1 will be dropped from membership without further notice.

Section 3. All members shall have a vote at the annual business meeting for the election of officers and directors and on any other matter presented to the membership.

Section 4. If a member wishes to resign, she shall write a letter of resignation to the Board of Directors. Former members may be reinstated upon the payment of a fee of $12.50, plus payment of the current year’s dues.

ARTICLE IV
Meetings

Section 1. The meetings of the Club shall be held every Wednesday of the month beginning in October and ending on the second Wednesday in May with the annual May Day Party.

Section 2. The annual business meeting of the Des Moines Women’s Club shall be held the first Wednesday of April.

Section 3. Fifty-one (51) members of the Club shall constitute a quorum.

Section 4. The fiscal year shall begin on June 1 and end on May 31.

Section 5. All matters of business which members may desire to bring before the Club shall first be acted upon by the board, and, after board action, may be brought before the Club for final action by petition of forty (40) members.

ARTICLE V

Elected Officers

Section 1. The elected officers of the Club shall be President, President-elect, Communications Vice President, Fundraising Vice President, Membership Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and nine directors. These officers shall perform the duties prescribed in these bylaws and by the parliamentary authority, *Robert’s Rules of Order Newly Revised,*  adopted by the Club.

Section 2. The officers and three directors shall be nominated by the Nominating Committee and elected by plurality ballot at the annual business meeting held the first week in April. Nominations may also be made from the floor. If there is but one nominee for an office, election shall be by voice vote. New officers will be installed at the first regular meeting in May and assume their duties on June 1. An officer shall serve from June 1 until the following May 31. The directors shall be elected for terms of three years.

Section 3. In the absence of the President, the President-elect shall preside and so on through the order of precedence through the Vice Presidents. The order shall be Communications Vice President, Fundraising Vice President, and Membership Vice President. If any elected officer is absent on three board meeting days without an accepted excuse, she shall be replaced by the Executive Committee. In the event an elected officer resigns, her replacement shall be selected by the Executive Committee.

Section 4. The **President** shall preside at all meetings of the Club, Board of Directors, and Executive Committee, sign all documentary papers in the name of the Club, and appoint the chairs of special committees, a Parliamentarian, a *Newsletter* Editor, and a *Yearbook* Editor. In the event an appointee or chair resigns, the President shall appoint her successor.

The President shall be an ex-officio member of departments and committees except the Nominating Committee. The President shall be a member of the Hoyt Sherman Place Foundation Board. The President shall give a written report to her successor and a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 5. The **President-elect** shall be an ex-officio member without vote, unless serving as chair, of all departments and committees except the Nominating Committee. The President-elect shall be a voting member on the Des Moines Women’s Club’s Finance Committee and shall be a member of the Hoyt Sherman Place Foundation Board. The President-elect is authorized to appoint committee and department chairs for the ensuing year. The President-elect shall give a written report to her successor and a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 6. The **Communications Vice President** shall oversee all publications including the *Newsletter*, *Yearbook*, website, and social media. The Communications Vice President shall coordinate the promotion of Club events to ensure consistency in the message and uniformity in printed and posted materials. The Communications Vice President shall coordinate the work of the *Newsletter* editor and *Yearbook* editor. She shall also coordinate the work of the website administrator, social media administrator, and promotion of Club events. She shall appoint chairs of subcommittees as needed.

Section 7. The **Fundraising Vice President** shall chair the Fundraising Projects Committee and will supervise the committees responsible for the individual fundraising efforts of the Club.

Section 8. The **Membership Vice President** shall chair the Membership Committee. The Membership Vice President shall coordinate the prospective member events, the meet the new members programs, and the Memorial Hour.

Section 9. The three Vice Presidents may serve up to three consecutive one year terms and then shall be ineligible for reelection to the same position for one year. Each Vice President shall write a report each year and give a copy to her successor and to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 10. The **Recording Secretary** shall record the minutes of the Board of Directors and Executive Committee meetings and submit the minutes to the President and President-elect for review. Following review, the Recording Secretary will give the minutes to the Administrative Assistant for distribution. The Recording Secretary shall give a written report and the official minutes book to her successor and a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 11. The **Corresponding Secretary** shall conduct the social correspondence of the Club and report monthly to the Board of Directors and the Editor of the *Newsletter* the names of those to whom cards have been sent. The Corresponding Secretary shall give a written report to her successor and a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 12. The **Treasurer** shall monthly reconcile bank statements for the checking account of the Club, compare bills paid with check register, process payroll, and submit an activities statement to the Board of Directors to be incorporated in the board minutes. Twice a year a report indicating the status of the Des Moines Women’s Club investments shall be submitted to the Finance Committee and to the Board of Directors. One report shall cover June through November, and one report shall cover December through May. The Treasurer, in collaboration with the Finance Committee, shall invest any moneys on hand, including those designated as Special Funds. The Treasurer shall be a member of the Finance Committee. The Treasurer shall give a written report and transfer the financial records to her successor and give a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 13. Theimmediate **Past President** shall serve as a member of the Executive Committee and Board of Directors. The immediate Past President shall be a member on the Hoyt Sherman Place Foundation Board.

ARTICLE VI

Executive Committee

Section 1. The members of the Executive Committee shall consist of the elected officers and the immediate Past President. The Parliamentarian shall attend as a non-voting member.

Section 2. The Executive Committee shall conduct the business of the Club that requires immediate attention and perform such duties as the board shall authorize. The Executive Committee shall hire an Administrative Assistant who shall perform such duties for the Club as identified in the position description.

Section 3. The Executive Committee shall appoint when appropriate an at-large member to represent the Des Moines Women’s Club for a three-year term on the Hoyt Sherman Place Foundation Board. This action taken by the Executive Committee shall be reported to the President of the Hoyt Sherman Place Board of Directors.

Section 4. Regular meetings of the Executive Committee shall be held on the second Wednesday of each month with the exceptions of the months of May, July, August, and December. Special meetings of the Committee may be called by the President or by written request of three members of the Executive Committee.

ARTICLE VII
Board of Directors

Section 1. The Board of Directors shall be composed of the elected officers, the immediate Past President, and the elected members of the Board of Directors. The Parliamentarian shall attend as a non-voting member.

Section 2. The board shall establish policies and have general supervision over the affairs of the Club. The board may recommend that a matter of business be brought before the membership as a whole for final action.

Section 3. Regular meetings of the board shall be held on the second Wednesday of each month, with the exceptions of the months of May, July, August, and December. Special meetings of the board may be called by the President or by a written request of three members of the board.

Section 4. The majority of the board shall constitute a quorum, provided one member of the majority is an officer exclusive of the directors.

Section 5. If any director is absent on three board meeting days without an accepted excuse, she shall be replaced through action of the Board of Directors. In the event a director resigns, her replacement shall be selected by the Board of Directors.

Section 6. Members of the Board of Directors shall assist any committee chair as needed.

ARTICLE VIII

Appointed Positions

Section 1. The **Parliamentarian** shall be appointed by the President to assist her in rulings on points of order and answering parliamentary questions. The Parliamentarian shall conduct the installation of officers at the first regular meeting in May. The Parliamentarian shall serve as a member without vote on the Executive Committee and the Board of Directors.

Section 2. A **Historian** shall be appointed by the President to compile a history of the current and past activities including, but not limited to, photographs. The Historian shall serve as a member of the Archives Committee.

Section 3. A ***Newsletter* Editor** shall be appointed by the President. Each *Newsletter* shall be reviewed by the President before being submitted for publishing.

Section 4. A ***Yearbook* Editor** shall be appointed by the President to compile the annual *Yearbook*. The *Yearbook* shall be distributed to members in October of each year.

Section 5. A **Website Administrator** shall be appointed by the President to maintain the Club’s website.

Section 6. A **Facebook Administrator** shall be appointed by the President to maintain the Club’s Facebook page.

ARTICLE IX

Departments

Section 1. There shall be the following departments: Antiques and Treasures, Art, Drama, History and Travel, Life/Style, Literature, Music, and Public Affairs. Such other departments may be created by the board as it may deem necessary.

Section 2. The chair of a department shall have been a member of the Club for one year.

Section 3. Each department shall plan programs for its designated dates before the start of the Club year according to the yearly calendar prepared by the President and Administrative Assistant in collaboration with the Executive Director or Executive Assistant of the Hoyt Sherman Place Foundation. A budget amount shall be provided for expenses of each department.

Section 4. Each department chair shall be responsible for furnishing an article concerning each planned program of the department to the *Newsletter* Editor to be printed in the *Newsletter.*

ARTICLE X

Standing Committees

The President and committee chairs shall follow the member preference sheets in making assignments to committees, adding additional members as needed. The President shall appoint all Standing Committees not otherwise prescribed and all special committees. A member appointed to a Standing Committee for a term of more than one year shall be considered to be on a rotating scale toward service as chair of that committee the last year of the term. Such other committees, standing or special, shall be appointed by the President as the board shall from time to time deem expedient to carry on the work of the Club. Each committee chair shall give a written report and transfer the committee records to her successor and give a copy of the written report to the Des Moines Women’s Club Administrative Assistant by June 1.

Section 1. An **Archive Committee** shall be responsible for organizing, cataloging, and preserving the records and documents of the Des Moines Women’s Club.

Section 2. An **Art Exhibition Committee** shall have supervision of the annual Art Exhibition. One member, who shall serve as chair her third year, shall be appointed each year for a term of three years.

Section 3. A **Bylaws Committee** with a minimum of four members, one of whom shall be a Director and one shall be the Parliamentarian, shall consider, edit, and correlate such amendments as it may originate and as are referred to it by the board, committees, officers, or members. The committee shall then report the proposed amendments to the bylaws and/or standing rules to the Board of Directors for action.

Section 4. A **Christmas Decorating Committee** shall decorate Hoyt Sherman Place for the holiday season.

Section 5. A **Club Program Committee** of three members shall complete arrangements for agreements for paid programs in the coming year. One member, who shall serve as chair her third year, shall be appointed each year for a term of three years. No member of this committee shall be eligible for reappointment for a period of two years following her service.

Section 6.A **Finance Committee** shall consist of the elected Treasurer, the President-elect and three additional members. One member, who shall serve as chair her third year, shall be appointed each year for a term of three years. This committee, in collaboration with the Treasurer, shall invest any moneys on hand, including those designated as Special Capital Funds. It shall be the duty of this committee to prepare a budget for the fiscal year and report it to the board for approval at its regular meeting in June. Information regarding the current status of the budget should be reported throughout the year.

Section 7. A **Financial Review Committee** composed of three members shall annually review the financial records of the Club for accuracy. They shall report their findings to the Board of Directors at their September meeting. One member, who shall serve as chairman her third year, shall be appointed each year for a term of three years.

Section 8. A **Food/Caterer Committee** composed of three members, with one being replaced yearly, shall with the guidance of the President select menus for all Club luncheons, excluding Special Events, and shall, if necessary, secure the services of a caterer. The President shall act as the liaison between this committee and the Administrative Assistant who shall communicate all food-related issues to the caterer.

Section 9. A **Fundraising Projects Committee** including Fundraising Vice President as chair, the President-elect, the chair of the Finance Committee, and the chairs of the Fundraising Project Committees shall meet throughout the year to arrange fundraising projects for the ensuing Club year and report these events to the Finance Committee by February 1. In addition, all interested Club members shall be invited to attend.

Section 10. A **Hospitality Committee** shall provide table decorations for the weekly lunches, promote friendship, and assist at the luncheons and other functions. The committee shall arrange for weekly invocations and seating at the President's Table.

Section 11. An **Interior Decorating/Art Possessions Committee** shall assist the Art & Artifacts Committee of the Board of Directors of the Hoyt Sherman Place Foundation in preserving the collection owned by Hoyt Sherman Place Foundation. The committee shall coordinate the collections displayed in the Black Cabinet.

Section 12. A **Luncheon Cashiers Committee** composed of six monthly committees shall sell tickets for the weekly luncheons.

Section 13. A **May Day Committee** shall have the responsibility of planning the May Day Party and shall decorate Hoyt Sherman Place for the May Day event.

Section 14. A **Membership Committee,** including the Membership Vice President as chair, shall promote memberships, introduce new members, and orient them to the Club. This committee shall also be in charge of prospective member events to be held each year in the fall and spring.

Section 15. A **Scholarship Committee** shall be responsible each year for awarding Des Moines Women’s Club scholarships in the areas of Art, Drama, Literature, and Music and the special memorial scholarships to recipients selected by the scholarship subcommittees. One member, who shall serve as general chair her third year, shall be appointed each year for a term of three years. The chair of the General Scholarship Committee shall appoint chairs of the subcommittees of Art, Drama, Literature, Memorials, Music and others as needed.

ARTICLE XI

Nominating Committee

Section 1. A Nominating Committee shall consist of a former Director as chair and a current Director as vice-chair, appointed by the President, and seven (7) additional members, nominated by the Directors and elected by ballot with plurality vote at the June board meeting. Present officers are ineligible to serve on this committee. Members of this committee shall be ineligible for reelection for two years.

Section 2. The Nominating Committee shall nominate a candidate for each office to be filled by election in April and report this ticket to the President and President-elect by March 10, and submit the ticket for publication in the subsequent *Newsletter*. All candidates shall have consented to serve if elected. A nominee for any office may be suggested to the Nominating Committee by Club members not later than February 10. A member of the Nominating Committee shall not be eligible to be nominated for an office during the year she serves on the Nominating Committee.

Section 3. The minimum requirements for nominees for office are as follows: the President- elect, the Vice Presidents, the Secretaries, and the Treasurer shall have served one year on the board. A Director shall have been a member of the Club for one year. A Director is eligible for reelection one year after expiration of a term. No member shall hold more than one elected office at any one time. An officer who has served more than half a term is considered to have served a full term in that office.

Section 4. It shall be the duty of the Nominating Committee to serve on election day in the event there are nominations from the floor. The Nominating Committee chair shall read the names of all candidates for office. The President shall conduct the election.

Section 5. The Nominating Committee chair shall give a written report to her successor and a copy of the report to the Des Moines Women’s Club Administrative Assistant by June 1.

ARTICLE XII

Special Funds

Section 1. **A General Scholarship Fund** shall consist of memorial and remembrance contributions and general gifts donated to the fund, plus the accumulated net income. The purpose of this fund is to provide for the four club scholarships: Art, Drama, Instrumental Music, and Literature.

Section 2. **Liselotte Gurau Memorial Scholarship Fund.** The fund was bequeathed in the amount of Twenty Thousand Dollars ($20,000). By direction of the donor, only net income earned by said fund shall be used for scholarships.

Section 3. **Olive C. Riddell Memorial Scholarship Fund.** The fund was bequeathed in the amount of Twenty-two Thousand, Five Hundred Eighty-two Dollars and Thirty-seven Cents ($22,582.37). By direction of the donor, only net income earned by said fund shall be used for scholarships.

Section 4. **Lois E. Dell Memorial Scholarship Fund.** The fund was bequeathed in the amount of Twenty-two Thousand, One Hundred Twenty-nine Dollars and Ninety-five Cents ($22,129.95). By direction of the donor, the funds shall be used for scholarships for deserving women.

Section 5. **Rose Lorenz Schwartz Fund.** The fund was bequeathed in the amount of One Hundred Thousand Dollars ($100,000). By direction of the donor, net income only is to be used for music, dance, or performing arts scholarships.

Section 6. **Helen McEwan Scholarship Fund.** The fund was bequeathed in the amount of Forty Thousand, Five Hundred Ninety-five Dollars and Seventy-seven Cents ($40,595.77). By direction of the donor, only net income earned by said fund shall be used for scholarships pertaining to education.

Section 7. **Thelma French Kappelman Scholarship Fund.** The fund was bequeathed in the amount of Twenty-five Thousand, Seven Hundred and Eighty-five Dollars ($25,785.00). By direction of the donor, one-half of the net income shall be used annually to provide a scholarship for a graduating high school senior in the pursuit of a college degree.

Section 8. **Marjorie O’Braza Memorial Scholarship Fund.** The fund was bequeathed in the amount of Two Hundred Thousand Dollars ($200,000). A scholarship shall be awarded annually to a graduating high school senior pursuing further education.

Section 9. **Ann McColey Family Scholarship for Veterinary Medicine Fund.** The fund was bequeathed in the amount of Fifty-five Thousand Seventy-one Dollars ($55,071). By the direction of the donor, a scholarship shall be awarded annually to a woman who is entering or enrolled in the Veterinary Medicine program at Iowa State University.

Section 10. **Studebaker Fund.** This fund is used to subsidize the expense of Opening Day and May Day programs for the benefit of Club members and/or the community.

ARTICLE XIII

Dissolution

In the event it becomes necessary to dissolve the corporation known as the Des Moines Women’s Club, all assets and acquisitions received or acquired after April 5, 1995, except moneys held in perpetuity for designated scholarships, shall automatically be transferred to the Hoyt Sherman Place Foundation.

ARTICLE XIV

Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE XV

Amendments

These bylaws may be amended at any regular meeting of the Board of Directors by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting of the board. The board may take final action on or recommend the proposed amendments to the membership. A two-thirds vote of those present shall be considered approval. When major revisions are made to the bylaws, the board must recommend the proposed amendments to the membership for final approval. A two-thirds vote of those present shall be considered approval.

## STANDING RULES OF THE DES MOINES WOMEN’S CLUB

**These Standing Rules may be amended or suspended by majority vote of the Board of Directors.**

1. Reservations, either regular or permanent, shall be made for all luncheons. All members shall pay for their luncheons. The deadline for reservations or cancellations shall be 4 p.m. on Monday. **Members not using or canceling their reservations by this deadline will be billed for payment.**

2. Each member may bring guests to attend meetings or programs of the Club with the stipulation that a guest will be limited to two visits per year. Members must call the office for registration of each guest by **3 p.m. on Monday**. Luncheon tickets for guests shall be purchased from the luncheon cashiers.

3. New members will be luncheon guests of the Club at the New Members’ Party(s) held in October and/or February.

4. Soliciting, advertising, or the sale of merchandise, other than for the benefit of the Club, for the benefit of Hoyt Sherman Place, or as a part of a speaker’s presentation shall be prohibited at a Des Moines Women’s Club event.

5. Any department, project or committee chair desiring publicity for an event shall coordinate it with the Communications Vice President. All uses of the Club name, logo and tagline on products will be approved in advance by the Executive Committee.

6. Memorial contributions will be added to the General Scholarship Fund unless otherwise designated.

7. Distribution of the *Yearbook* outside the membership shall be permitted only upon the authorization of the Executive Committee.

8. Solicitation of contributions and/or submission of grant applications in the name of the Des Moines Women’s Club must be approved by the Executive Committee prior to any contacts or submissions being made.

9. The approved Executive Committee’s minutes, the Board of Directors’ minutes and the Treasurer’s report shall be available by request from the Administrative Assistant.

10. Each member newly chosen to lead a department or committee of the Club shall have a clear, written understanding of the duties of that position.

# DMWC Draft Style Guide

Style Guide

## Logo





The Des Moines Women’s Club’s new logo offers a fresh, colorful, and modern look reflective of today’s membership. The vibrant circle represents inclusiveness of all types and personalities. The use of multiple colors portrays the variety of lively conversations that occur around the round tables at the Club’s weekly lunches. The smaller circles represent the Club’s outreach into the greater Des Moines community and the wide variety of topics and programs offered, as well as the many community outreach projects that the Club offers.

## Tag Line

*Des Moines Women’s Club: enriching, preserving and supporting our community.*

Alternate tag line: Find your second life!

## Colors (PMS)

Dark green: 561

light green: 375, #7f981b (web site)

yellow: 604

orange: 7412

dark orange: 173

red: 1797

pink: 240

purple: 2587

medium blue: 7453

 Primary grey– need PMS color used

Seconday grey - need to select secondary colors and determine their respective PMS

## Typography -

**Primary Font Secondary Font**

HelveticaNeueLTStd BdCn,

HelveticaNeueLTStd Cn,

HelveticaNeueLTStd Lt

HelveticaNeueLTStd LtCnO.

Note: Currently the website does not have access to the light Helvetical Neue type face. All website type is currently the standard Helvetical Neue and Helvetical Neue Bold. New type faces could be purchased for the website if it is deemed necessary.

## Imagery

A page of approved images will be made available on the website for downloading.

**Image Inspiration**

Add 3 - 5 key images to this section. Consider pasting in images such as:

These images will be used as inspiration. Remember that when you look at your style guide, you want to have a clear picture of how you should do something or how you might want certain brand elements (advertisements, articles, flyers, business cards, etc.) to look.

**Colors**

Pick 2 – 4 colors to use consistently on your blog for text, titles, links, graphics, and image enhancements. Record the colors and their color code (Hex/RGB/CMYK) below, so you’ll always know you’re using the correct color.

|  |  |  |
| --- | --- | --- |
| Logo Color #1 HEX:RGB:CMYK: | Logo Color #2HEX:RGB:CMYK:: | Logo Color #3HEX:RGB:CMYK: |
| Blog Post TitlesHEX:RGB:CMYK: | Regular TextHEX:RGB:CMYK: | LinksHEX:RGB:CMYK: |
| Divider Line #1HEX:RGB:CMYK: | Divider Line #2HEX:RGB:CMYK: | Sidebar Title TextHEX:RGB:CMYK: |
| Blog Post Meta Data\*HEX:RGB:CMYK: | Image Overlay Text #1HEX:RGB:CMYK: | Image Overlay Text #2HEX:RGB:CMYK: |

\*date, author, categories

Note: Explore [Adobe Kuler](https://kuler.adobe.com/explore/newest/) for color inspiration and combinations.

**Fonts**

Pick 2 - 4 fonts to use consistently on your website, images, and brand documents. I don’t recommend 4 different fonts all hitting your viewers/readers at the same time when they land on your website. I think the additional fonts can come out in your documents, image overlays, sidebar ads, etc.

|  |  |  |
| --- | --- | --- |
| Logo Font #1FONT: ArialSIZE:STYLE: | Logo Font #2FONT:SIZE:STYLE: | Tagline FontFONT:SIZE:STYLE: |
| Blog Post TitlesFONT:SIZE:STYLE: | Regular TextFONT:SIZE:STYLE: | Accent TextFONT:SIZE:STYLE: |
| H1FONT:SIZE:STYLE: | H2FONT:SIZE:STYLE: | H3FONT:SIZE:STYLE: |
| Document HeadingsFONT:SIZE:STYLE: | Document SubheadingsFONT:SIZE:STYLE: | Document TextFONT:SIZE:STYLE: |
| Image Overlay Text #1FONT:SIZE:STYLE: | Image Overlay Text #1FONT:SIZE:STYLE: | Sidebar Ads/Graphics TextFONT:SIZE:STYLE: |
| Blog Post Meta DataFONT:SIZE:STYLE: | Comments SectionFONT:SIZE:STYLE: | FooterFONT:SIZE:STYLE: |

The “STYLE” above refers to things such as italic, bold, or underlined text.

Note: Explore [Google Fonts](http://www.google.com/fonts) and [dafont.com](http://www.dafont.com/) for font inspiration and downloads.

## Social Media Communication

**Tone**

Decide on a consistent tone (playful, serious, sarcastic, authoritative, etc.) for your website, blog posts, and social media accounts. Include a list of words, phrases, and concepts that should and should not be used. This will come in handy for guest bloggers should you decide to allow guest posts.

Copy your most “true to you” text into this section. An example of writing (a paragraph or two from different pieces/places) that perfectly reflects your brand.

**Image Styles**

Paste in the image styles you (and/or your designer) have created for each of the following:

* Main Blog Post Images for Each Category (Will you use collages, low-opacity text overlays etc.?)
* Secondary Post Images
* Images for Static Pages
* Dividers
* Instagram (Will you stick to just one filter? Will you put your logo or web address on some images as a watermark? Will you overlay text on all your recipe posts? Determine what each type of content will look like: blog post previews, food photos, quotes, regular images, etc.)
* Pinterest (What will your different types of pins look like?)
* Facebook
* Google+
* Twitter
* Infographics

**Category or Series Specifics**

Note any specific plugins, graphics, advertisements, words, links, or other content that should be included for the specific categories or series (of posts) on your blog.

**Post Specifics**

Record any “rules” or best practices for your posts:

* Are there a minimum or maximum number of links for each post?
* Do you need to configure a plugin (SEO or related posts, etc.) for each post?
* Should you add a tweetable phrase to each post?
* Do you have any guidelines for your post titles?
* Do you mention (and link to) a minimum or maximum number of affiliates or other blog posts?

**Other Elements**

Any other notes or specifics?

* Determine any additional graphics or links that belong in your sidebar.
* Set rules/guidelines for your footer and header content.
* Create templates for sliders, banners, or advertisements that will be placed throughout your site.

# Financial Guidelines & Investment Strategy

**Scope of this Investment Policy**

This statement of investment policy reflects the investment policy, objectives, and constraints for the Funds held on behalf of the Des Moines Women’s Club.

**Purpose of this Investment Policy Statement**

This statement of investment policy is set forth by the members of the Finance Committee and is created to accomplish the following:

 1. Establish a clear understanding of the investment goals and objectives of

 the Des Moines Women’s Club.

 2. Offer guidance and limitations regarding the investment of Des Moines

 Women’s Club assets.

 3. Establish a basis for evaluating investment results.

 4. Establish a framework for managing Des Moines Women’s Club assets according to

 prudent standards.

 5. Establish relevant investment objectives for which the Des Moines Women’s Club

 assets will be managed.

 6. Build investment funds.

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the Des Moines Women’s Club assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

A written investment strategy developed by the Finance Committee and approved by the Board of Directors will be reviewed annually by the Finance committee. Recommended changes will be forwarded to the Board of Directors for approval. The Finance Committee may invite someone with financial expertise to review the Club’s investment strategy.

**Investment Objectives**

Funds held on behalf of the Des Moines Women’s Club shall generally be invested using techniques that emphasize current income potential with a secondary goal of growth and rising income. Over the long term, the portfolio of Funds should maintain a low to moderate risk profile with an asset allocation of approximately 40% to equities and 60% to income and cash. (Corrected 12/7/17) However, this policy statement recognizes the short-term challenges of adhering to these guidelines (i.e. due to market movements) and as such periodic rebalancing (i.e. at least annually) of Funds shall occur to align with the asset allocation described above.

**Investment Strategy**

 Management and growth of the investment funds is a responsibility delegated to the Treasurer and the Finance Committee.

In November 2008 the Finance Committee recommended consolidating the various funds at Edward Jones in order to improve our investment potential as well as our accounting procedures. The four categories are: General Unrestricted Fund, Memorial Scholarships Fund, General Scholarship Fund, and Studebaker Bequest.

The General Unrestricted Fund consolidated the Wagner, Beckmen, Fagan, and Huie accounts. The General Unrestricted fund is used, as needed, for the general operation of the Club.

The Memorial Scholarships Fund consolidated the Gurau, Riddell, Dell, Schwartz, McEwan, Kappelman, and O’Braza accounts. A record is maintained which includes the percent of the total fund of each individual account at the time of consolidation. This same percent is used each year at a specific time to determine the portion of the total credited to each individual named scholarship. The portion of the total calculated is used to determine what scholarships can be awarded that year using the provisions of each will as the guideline for that specific scholarship

The General Scholarship Fund is used to fund scholarships presented by the Des Moines Women’s Club.

The Studebaker Bequest is used to subsidize the expense of Opening Day and May Day programs for the benefit of Club members and/or the community.

When the annual club income is insufficient to cover a deficit in the operating budget, the Des Moines Women’s Club Executive Committee may authorize the Treasurer to use unrestricted investment funds to cover the budget deficit.

Any unrestricted gifts received by the Club will be invested in the General Unrestricted Fund.

Safety and preservation of principal are primary concerns and aims for invested funds. Investment in securities shall be confined to those carrying a rating of “A” or above from an institutional rating service such as *Standard & Poor’s*. Investments may also be made in highly rated mutual funds and high grade bonds or bond funds. Monies belonging to different restricted memorial funds may be co-mingled for investment purposes. Earnings for individual memorial scholarship funds shall be calculated based on the original percentage of the total fund for each endowed scholarship when the funds were merged in December 2008.

The DMWC Board of Directors may direct and assign the specific investment of any and all monies entrusted to it to be managed by a qualified agent or broker of the board’s choosing.

**Definition of Risk**

This policy statement recognizes there are many ways to define risk. Any person or organization involved with the process of managing the Fund assets should understand how it defines risk so that the assets are managed in a manner consistent with the Fund’s objectives and investment strategy.

**Investment Guidelines**

The following asset classes may be utilized for Funds invested on behalf of the Des Moines Women’s Club:

 1. Cash Equivalents

* + - Treasury Bills
		- Money Market Funds
		- Commercial Paper
		- Certificates of Deposit

 2. Fixed Income Securities

* + - U.S. Government and Agency Securities
		- Corporate Notes and Bonds
		- Preferred Stock
		- Fixed Income Securities of Foreign Governments and Corporations

 3. Equity Securities

* + - Common Stocks
		- Convertible Notes and Bonds
		- Convertible Preferred Stocks
		- American Depository Receipts (ADRs) of Non-U.S. Companies
		- Stocks of Non-U.S. Companies (Ordinary Shares)
		- Exchange traded funds

 4. Mutual Funds

* Mutual Funds which invest in securities as allowed in this statement

 5. Other Assets

* Guaranteed Investment Contracts (GIC)

**Stock Exchanges**

To ensure marketability and liquidity, investments transactions will be executed through the following exchanges: New York Stock Exchange; American Stock Exchange; and NASDAQ over the counter market.

**Prohibited Assets**

Prohibited investments include, but are not limited to the following:

* Commodities and Future Contracts
* Private Placements
* Options
* Limited Partnerships
* Venture Capital Investments
* Individual Real Estate Properties
* Interest-Only (IO) and Principal-Only (PO) Tranches of CMO’s
* Strips
* Bankers’ Acceptances
* Repurchase Agreements

**Accounting Policies**

The accounting policies of the DMWC will conform to generally accepted accounting principles as applicable to nonprofit organizations. The following is a summary of the significant policies.

Basis of Accounting: The cash basis of accounting is used where revenue is recorded when cash is received and expenses are recorded when cash is disbursed.

Fixed Assets: Fixed assets purchased are recorded as expenses at the time of purchase. No depreciation is provided in financial statements.

The Treasurer will advise the Finance Committee on accounting procedures to assure that records, receipts, etc. are in compliance with the auditor’s instructions and IRS requirements.

**Debit/Credit Cards**

The Finance Committee may recommend debit/credit card authorization for the DMWC Executive Assistant, Treasurer, and President. Authorizations for card use and check signatures must be reviewed and renewed annually. The Finance Committee will monitor card usage during the year.

**Periodic Audit**

Periodically the Treasurer will submit the financial records of the Club for a professional audit. The audit will be conducted in accordance with generally accepted auditing standards. These standards require that the auditor plans and performs the audit to obtain reasonable assurance about whether the statement of cash receipts and disbursements are free of material misstatement. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the statement of cash receipts and disbursements. The audit will also include assessing the accounting principles used, as well as evaluating the overall presentation of the statement of cash receipts and disbursements. The professional auditor will present a written report of the audit to the Des Moines Women’s Club (DMWC) Board and DMWC Finance Committee.

**The professional audit will be conducted every five years but more frequently if determined by the members of the Executive Committee.  At any time the President may appoint two-to-three individuals to conduct a limited scope fiscal audit.**

**State and Federal Reports**

The Treasurer will deposit quarterly all FICA, withholding and Medicare payments. All required state, federal, and workers compensation forms will be completed in a timely manner.

The Treasurer will maintain and provide necessary records for a professional accountant to complete and submit state and federal tax returns by the deadline. Any exceptions must be approved by the DMWC Executive Committee.

Any state or federal income tax report audits will be conducted under the supervision of the treasurer. The Executive Committee will determine if and how an appeal to a state or federal income tax audit decision should be made.

Approved by the DMWC Board of Directors March 10, 2010.

# Procedures for Financial Records Management

 March, 2014

**Annual Reports:** All reports from department and event chairs will be prepared for the Administrative Assistant and placed in the folder labeled Annual Reports A copy of the report will be provided to the member who is chairing the department or event the following year. The reports will include a line item report of income, including donations, and expenses in addition to a narrative designed to assist the chair.

**Authorization of Payment:** The event chair must authorize the payment for every expense related to that event. The chair will sign and date the invoice for authorization.

**Bean Soup:**  A receipt book is to be kept in the receptionist’s desk drawer and one receipt per purchase of bean soup is to be written. At the time the Club member obtains the package of bean soup, she will obtain a receipt. All receipts are to be made out to Dahl’s and given to an employee at the store by the Club member, the second duplicate copy is to be marked “paid” at the time the payment is received from the Club member, dated , and signed by the person recording the payment. This copy will remain in the receipt book as a permanent record while the third duplicate copy is to be given to the Club member who is paying for the the order of bean soup that she delivered to Dahl’s. The Administrative Assistant will deposit the money crediting the appropriate account.

 **Deposits:** Whenever possible a deposit should be made listing checks for one purpose. If a deposit contains checks for more than one purpose, the purpose of check is to be noted on the deposit slip. A copy of all deposit slips as presented to the bank with a copy of all checks covered by the deposit will be filed for every bank deposit.

**Donations**: A letter of receipt and appreciation is to be sent to each person who makes a monetary contribution of $25.00 or more. The letter is to be signed by the President and contain the statement that meets the requirement of IRS for deductibility. The statement is “The Internal Revenue Code requires that charitable contributions be substantiated and therefore we need note that no goods or services were provided in return for this gift”. A copy of the letter and a copy of the check are to be given to the treasurer.

**Files:** Files are to be maintained by event or purpose. If an invoice contains billing for more than one event or purpose, then a copy is to be made and placed in each appropriate folder.

**Invoices:** There must be an invoice with written authorization for payment before a check is written. If the invoice is from a service provider, the invoice must be checked to assess the accuracy of the services. The check number and the date of payment are to be written on the invoice and the memo line on the check completed. The invoice is to be filed in the folder for which the check was issued and in the appropriate vendor folder.

**Lunches:** Every lunch for which payment is made must be accounted for by comparing the luncheon reservation sheet to the billing from Gateway. The lunch summary sheet will be completed by the Administrative Assistant and attached to the cashier’s reservation lists. A separate deposit will be made for lunches and a copy of the deposit slip and of the checks , the reservation lists, summary sheet and the invoice are to be placed in the file for lunches.

**Minutes:** A paper copy of the minutes of the Board of Directors, Executive Committee and the Finance Committee are to be retained in the central office.

**Time Sheets:** The time sheets are to be completed by the Administrative Assistant, signed by the president, and filed by the treasurer. Prior to the receiving the paper copy, the number of hours is communicated to the treasurer by email as to the number of hours worked for the previous two weeks.

**Travel Expense**: The form requesting travel reimbursement by the Administrative Assistant will be completed, approved by the President and filed in the appropriate folder. Request for mileage reimbursement is to be submitted quarterly.

# Policies for Financial Management

 Board Approved, March 12, 2014

**Change Box:** These funds are intended to be used for lunches and any events requiring change. The Administrative Assistant shall be responsible for maintaining the change boxes with a written record for each transaction and be responsible for obtaining additional funds for special events.

**Credit Card:** The Finance Committee may recommend debit/credit card authorization for the DMWC Administrative Assistant, Treasurer and President. Authorization for card use signatures must be reviewed and renewed annually. The Finance Committee will monitor card usage. A credit card will be issued to the Administrative Assistant with a credit limit of $2000. 00. Any charge made on the credit card of $250.00 or more must be approved by the President or Treasurer.

**Donna Emmons Painting Restoration Fund:** The President of DMWC will authorize any payment that is made for the restoration of paintings that are owned by HSPF.

 **End-of-Year Procedure:** New folders will be established at the beginning of each fiscal year with the data from the previous year being placed in storage and retained in accordance with the Records Retention Policies.

**IRS Forms and Insurance Policies:** The IRS form 990 will be retained in the active file for three years. All insurance policies will be retained in the active file for the entire time each is in effect.

**Memorial Contributions:** Memorial contributions will be added to the General Scholarship Fund unless otherwise designated.

**Petty Cash Fund:** A petty cash fund of $25.00 will be kept by the Administrative Assistant and records maintained at to each expenditure from the fund

**Payment of programs and Events:** For any event or program, Club members are to spend only the amount approved in the budget. Any request for additional funds must be made in writing by the Chair at least one month prior to the event or program. The request must be submitted to the Finance Committee for review. The Finance Committee with then submit the request to the Executive Committee for action.

**Scholarship Donations**: Additional funds may be designated for a specific scholarship fund if the donation is $250.00 or more.

**Signatures on Bank Accounts:** The President, President -elect, Treasurer and one member of the Finance Committee will be authorized to sign checks.

**Scholarship:** A minimum contribution of $20,000 is required to have a named scholarship

**Sale of Products**: Items may be sold if the DMWC benefits from the sale and receives a minimum of 10% of the proceeds. A speaker is to be permitted to display business cards and or brochures. The Finance Committee should review all requests for any sale of items prior to the time of the event. The vendor approval form is to be signed by the speaker and given to the department/event chair.

# Quickbooks procedures and best practices

DMWC uses QuickBooks to track activity in the checking account, write checks, and manage the club budget. It does not track investment account gains, and losses on Quickbooks. Transfers in or out of investment accounts to the QuickBooks checking account are treated as income transfers or expenses in the budgeting categories.

**Bills**

Post bill when it is received in *create bills*.

When ready to write checks go to *pay bills*, Mark checks to pay

Be sure checks are in correct order and have proper start number. Use desk printer. Or you can use the printer on the west wall if no one else is printing to it.

Credit card bills should list each separate charge in the proper budget account line. That is, split the bill to be paid into separate charges posted to the proper budget line.

Gateway bills for lunches are posted to member lunches. We then split out non paying lunches to their separate budget categories. AA lunches are posted to AA lunch subcategory as do special club guests. On scholarship day the scholarship guests are posted to the scholarship day expenses. Individual department guests are posted to the appropriate department budget.

Always print out a printed list of the deposit. Staple the bank deposit receipt to the list and file in the deposit folder.

**Invoices**

Use invoices for members’ unpaid meals, *create and print invoices*. Remember that errors are made in the process of collecting lunch money, so our collections need to be “gentle.”

We normally do not invoice members for dues, only for missed meal reservations.

Gateway market has begun selling our bean soup, and they request an invoice when the beans are delivered.

*Receive checks* from invoices so that the invoice will be cleared as paid.

**Deposits**

When making deposit, check off from *undeposited funds.* After the checks for invoiced items have been received, add any additional checks to deposit.

Other deposits do not require invoices. Deposit record should include check number especially for member dues.

Always print out a printed list of the deposit. Staple the bank deposit receipt to the list and file in the deposit folder.

Large deposit reports cannot be printed directly from the deposit screen which limits the printing to 18 items. You can, however print out a larger deposit using the report center.

For lunch checks deposits, we have been photocopying checks rather than entering each individually. Enter total checks and total cash. (An option would be to enter each check in the deposit. Having the check number is useful when there is a questions about whether a lunch has been paid for.)

**Back up the database regularly**

**Monthly Checkbook Reconciliation**

Reconcile from *reconcile* function.  Reconciling the check book at the end of the month. Use the reconcile button. Enter the opening balance and service charge from the bank statement. Enter the interest on a separate line in the check register. Push continue to find the list of checks and deposits. check those which have cleared. Make sure the amount matches the bank amount. Make changes in the register if needed to match bank. Print PDF reconciliation report summary and detail and email to treasurer.

**Customer and Vendor Names**

Correcting errors in account names and vendor or customer names, go to the accounts button, vendor button or customer button. Right click on the item you wish to edit and select "edit"

When customer and vendor have the same name, use -c at the end of the customer record and -v at the end of the vendor record.

**General Ledger Entries**

Use these to transfer amounts from one budget category to another if the correction cannot be made in the original entry. It may also be used to make corrections. Be sure to properly annotate the reason for the entry in the general ledger.

**Reports**

Print a check book register for the month in pdf format each time you pay bills. Send to club treasurer. Report to club treasurer when funds get low so that she can transfer money in from our investments.

Print monthly budget vs actual for finance committees. Email the pdf copy of the budget report to the chair of the finance committee and the chair of the finance review committee.

**Suggestions from Finance Committee**

The finance committee and the financial review committee may request detail reports from various budget categories. In addition, they may request that an expense be posted to a different budget category.

We have left the “ask my accountant” budget category. You may post expenses to that category and ask the Finance Committee where it should be posted.

**Weekly**

Shred any unused or skipped checks.

Put checks to be signed in the president’s folder. In her absence, the treasurer or finance chair can sign checks. Attach the bill or invoice to the check. Mail the checks after they are signed, staple the check stub and invoice or bill together and file in the appropriate folder.

**Monthly**

Place unopened monthly bank statements in the treasurer’s folder.

The treasurer will send you the monthly statement information via email on the first of the month so that you can reconcile the check register.

**End of Year**

 Complete transactions by May 31 and print and end of year budget vs actual report. We try to get bills paid for May activities by the end of the month to close out the year.

Enter new budget amounts after June 1, make copy of Quickbooks database for accountant. You will receive the new budget from the Finance Committee.

When entering a new annual budget and the beginning of fiscal year and making subcategories in the budget report. Go to the "company" menu, "create budget"

This year the accountant (Jacobsen) did not have a Quickbooks copy as current as ours. He requested instead several reports in excel format. Check with the treasurer or the accountant at the end of the year to determine what reports are needed.

Paid bill/ check stub folders should be sent to the club archives after they have been reviewed the the financial review committee at the end of the club year.

Financial records are retained in the archives for ten years.

August 2015

# Club Program Committee

**Bylaws of the Des Moines Women’s Club**Section 11. A Club Program Committee of three members shall complete arrangements for contract programs for the coming year and arrange for publicity as needed. One member, who shall serve as chair her third year, shall be appointed each year for a term of three years. No member of this committee shall be eligible for reappointment for a period of two years following her service.  **Budget**Opening Day program $500 May Day program $500 Monthly programs, piano tuning, presenter lunches $2000  **Programs**Currently, the Club Program Committee schedules eight programs per club year. These include the Opening Day and May Day programs. The club president assigns the dates for programs for the coming year.  Responsibilities

* Meet with committee in the spring to select speakers and performers for the following club year.
* Make initial contact with performers to schedule programs.
* Finalize the cost of each program, with approval of committee.
* Reserve Hoyt Sherman auditorium (when needed) with Hoyt Sherman Foundation staff.
* Committee chair asks executive assistant to send contracts to each performer in June. Committee members send contact information for each performer to executive assistant.
* Write a summary of each program and send to executive assistant to include in the spring Club Program inserts.
* Contact performers in advance regarding room arrangements, technology, supplies. Forward the information to the executive assistant.
* Invite performer(s) to be guests at lunch on the day of the performance. Let the executive assistant know if they are coming, so she can add them to the lunch reservations.
* Introduce performer on the day of the program.
* Ask performer to sign the guest book that is kept in the President’s dining room.
* Remind executive assistant to provide a check for the performer to be given after the performance.
* Write a thank-you note on Women’s Club stationery (get from executive assistant).

Dorothy Kelley 9/14/10

# Document Management and Records Retention Policy

Revised January 13, 2010

Accounts payable ledgers and schedules: 10 years

Accounts receivable ledgers and schedules: 10 years

Audit reports of accountants: Permanently

Bank statements: 10 years

Capital stock and bond records:  ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.: Permanently

Receipt books: 3 years

Checks (canceled, with exception below): 10 years

Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]): Permanently

Committee and Officer Reports 3 years unless historically significant.

Contracts and leases (expired): 10 years

Contracts and leases still in effect: Permanently

Correspondence, general: 1 club year

Correspondence (legal and important matters): Permanently

Depreciation schedules: 10 years

Donation records of endowment funds and of significant restricted funds: Permanently

Donation records, other: 10 years

[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]

Duplicate deposit slips: 10 years

Employee personnel records: discard after resignation, retain 1 year after dismissal. Retain permanently start and stop dates and salary history.

Employment applications: 1 year

Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses): 10 years

Financial reports (semiannual from treasurer): 10 years

Financial statements (end-of-year): Permanently

General ledgers and end-of-year statements: Permanently

Historical records (records identified as historically significant): Permanently

Insurance policies (expired): 10 years after expiration

Insurance records, current accident reports, claims, policies, etc.: Permanently

Internal reports, miscellaneous: 3 years

Inventories of products, materials, supplies: 10 years

Invoices from vendors: 10 years

Journals: 10 years

Membership records: keep permanently. Keep a paper copy of electronic records.

Minute books of Board of Directors, including Bylaws and Articles of Incorporation: Permanently

Payroll records and summaries, including payments to pensioners: 10 years

Purchase orders: 3 years

Sales records: 10 years

Tax returns and worksheets, revenue agents’ reports, and other documents relating to determination of tax liability: Permanently

Time sheets and cards: 3 years

Voucher register and schedules: 10 years

*Remember that e-mail messages are documents that should conform to these guidelines.*

# Marketing Plan 2011

**February 2011**

**Marketing Budget**

A line item for marketing will be added to the Club budget beginning in 2011-12. (The club is currently spending about $3000 per year for print advertising, radio advertising and the newsletter.)

**Marketing Responsibilities**

The primary media contact for the Club is the executive assistant. The marketing committee will advise the executive assistant as needed to expend the marketing budget. The marketing committee will develop new marking plans and initiatives. Members of the marketing committee and chairpersons for various committees will assist in public relations as needed.

**Calendar**

Opening day program (remind members and invite the public)

2010 marketing included WOI radio spots and TV 8 noon report.

Flea Market

 2010 print ad in the Des Moines Register and Craig’s List

125th Visibility Campaign (2010-11)

* Ad in DSM magazine and business Record nonprofit section
* Media packet with stories of current members distributed to press
* Radio interview
* 125th committee program offered to local groups and clubs

Scholarships

* Large paper mailing in 2010
* Forms published in web page
* Plan for more email contacts in 2011 and consider facebook ads.

Art Exhibition

* Traditional print ad in the Datebook
* Large paper mailing to artists
* Large postcard mailing for Friday night reception

Ongoing

* Web Page www.desmoineswomensclub.org
* Facebook fan page (plan weekly postings from several Club members if possible)
* DMWC Blog page with activity reminders and compassionate updates (new beginning November 2010) desmoineswomensclub.wordpress.com
* Newsletter – reformatted in 2010, Nine issues per year.
* Telephone tree – for members without email – begun informally in 2010

**New Ideas to implement**

* Continue to try to get an article in the Register (not just the neighborhood sections) about the Club’s 125th year.
* Continue to experiment with a broad mix of communication tools.
* Experiment with Facebook ads. Target Des Moines area women. This can increase community visibility and send people to our web page or facebook page if desired.
* Think about Club visibility at every event: holiday decorations, art exhibition, flea market, etc. Be sure we have signage identifying the Club to visitors.
* Nurture ongoing discussions on Facebook among Club members and their friends.
* Formalize a telephone tree for members without email.
* Use new blog on word pres desmoineswomensclub.wordpress.com site to update members in a regular basis.
* Produce timely “compassionate updates” listing cards sent to members on the blog page and on paper on Club days.
* Develop a new member buddy system to help integrate members into the club. Assign buddies to remind new members to come, meet them and sit with them at lunch.
* Develop a carpool system for members who do not drive.
* Develop opportunities for Club members to volunteer as a group for community activities. This will increase Club visibility and provide new volunteer activities for members. Be sure that Club members wear something to identify DMWC members in action.
* Get media coverage for bean soup day.
* Continue to promote active recruitment of new members by current Club members.
* Market to other women’s clubs in the area. Invite them to events and programs.

**Approved by DMWC Board February 9, 2011**

# Scholarship Award Rules

Scholarships of $1,000 or $1500 each shall be awarded annually by the Des Moines Women’s Club to selected high school seniors and college students. An applicant must be from Polk or bordering counties, which are: Boone, Dallas, Jasper, Madison, Marion, Story and Warren.

The Scholarship Committee shall arrange for the judging and awarding of these scholarships in Art, Music, Literature and Drama. If the judges find that no work submitted for judging meets the qualifications of scholarship standards, then no award need be made for that year. All monetary awards shall be used toward tuition at an approved school.

Further requirements for competition will be found on the Women’s Club Scholarship application blank. The Board of Directors on the recommendation of the scholarship committee sets these rules. Funds are administered according to the terms of the last will and testament of the donor, which are outlined in the club bylaws.

The Liselotte Gurau Memorial Scholarship Fund shall be administered according to the bequest of the donor. Net income only is to be used for scholarships in health-related fields.

The Olive C. Riddell Memorial Scholarship Fund shall be administered according to the terms of the last will and testament of the donor. Net income only is to be used for scholarships for continuing education in any field.

The Lois E. Dell Memorial Scholarship Fund shall be administered according to the terms of the last will and testament of the donor. The interest only is to be used for scholarships in the field of elementary education.

The Rose Lorenz Schwartz Bequest Fund shall be administered according to the terms of the last will and testament of the donor. The interest only is to be used for scholarships for students (male or female) studying music and/or dance as a declared major or as a component of a Performance Arts Major. One scholarship will be awarded to a high school senior and one to a student currently enrolled in college.

The Scholarship Committee of the Des Moines Women’s Club shall administer the Helen McEwan Memorial Scholarship Fund. The interest only is to be used for scholarships in the field of elementary education.

The Scholarship Committee of the Des Moines Women’s Club shall administer the Thelma French Kappelman Scholarship Fund. One-half of the net income shall be used annually to provide a scholarship for a graduating high school senior from a traditional or alternative high school who plans to pursue a college degree.

The Scholarship Committee of the Des Moines Women’s Club shall administer the Marjorie O’Braza Memorial Scholarship Fund. A $1500 scholarship shall be awarded to a graduating high school senior (male or female) pursuing a degree in vocal music at a college, university, conservatory or institution.

The Scholarship Committee of the Des Moines Women’s Club shall administer the Marjorie O’Braza Memorial Scholarship Fund. Four $1500 scholarships shall be awarded to a graduating high school senior (male or female) pursuing a degree in Science, Technology, Engineering, or Math. (STEM)

 The Scholarship Committee of the Des Moines Women’s Club shall administer the **$2000 Ann McColley Family Scholarship for Veterinary Medicine at Iowa State University**Applicant must be a female student who is currently enrolled, full-time, in the Iowa State University College of Veterinary Medicine.

# STEM Scholarship Task List

**Summer**

Attend meetings of the scholarship committee. (The scholarship chairs do not need to attend the meetings of the scholarship steering committee.)

Update the scholarship application form including the deadline date for the new year. Complete this during the summer. It will be posted on the website after Labor Day.

Update email list for school math and science teachers for the new school year.

**September**

Send out announcement email

Set a date in February for the committee to meet to review applications.

**November**

Send out reminder email after Thanksgiving,

**January**

Send final reminder email after New Year’s

After the application deadline in January you will receive a packet of applications

Arrange a schedule for committee members to read the applications, send a packet around to the readers including guidelines for selection and ask them to pick their top five applicants.

**February**

Include in the readers packet a list of all the applicants with space for notes and rankings, a print out of an excel worksheet works well for this.

Meet and review everyone’s top five applicants, select four winners

Assign the winners among the committee members for notification and for hosting duties. Notify winners of the scholarship day date and that they can bring two guests. They will also receive a letter.

**March**

Notify the scholarship chair of the winners by the deadline they set (usually early March)

Notify the DMWC office of winners and losers so that a mail merge notification can be sent to winners and losers.

**April**

Arrange for your committee members to help host at the scholarship day and decide who will do the introductions of the winners at the award program.

Attend scholarship day, sit will winners and families. STEM needs two tables.

Attend wrap up meeting

# Strategic Plan 2015

**Goals and Strategies**

**March 25, 2015**

Based on the 2014 Future Planning Survey sent to all members, the SWOT workshop held for members of the Executive Committee and the Board of Directors to identify our current strengths, weaknesses, threats, and opportunities, input from Club members, and discussion at Board meetings, the future goals of the Des Moines Women’s Club and the strategies to accomplish them are:

1.    **Learn more about each other.**

    Strategies:

    a. Continue lottery seating once a month. Operational

    b. Have a member’s only section on the Web page. Implemented: February 2015. Ongoing.

    c. Encourage individual to join departments, committees, chorus, and/or work on fundraisers and/or club events. Ongoing.

    d. Provide ice breakers (such as hobbies/interests, family, embarrassing moment) or a topic of the day (such as when do children learn a foreign language the best) at lunch to use a conversation starters. Coordinate with lottery seating day. Implement: Occasional luncheons 2014 - 2015 Club Year. Ongoing.

2.    **Get all members involved with recruitment.**

    Strategies:

    a. Encourage members to invite friends, neighbors, “sisters” in other organizations and others to Club luncheons and events. Ongoing

    b. Provide members with a purse-sized prospective member information booklet for them to distribute. Implemented February 2015. Ongoing.

    c. Provide business cards with information including social media channels for members to distribute. Implement March 2015. Ongoing.

    d. Give constant reminders in the newsletter and/or at lunch for members to invite someone to join. Ongoing.

    e. Maintain a membership of 180 paid members per Club year. Provide membership with regular updates on the number of members. Implemented 2014-2015 year. Ongoing.

3.    **Recruit members 55 and older.**

    Strategies:

    a. Contact various retirement groups.  For example, Society of Human Resources Professionals, Compass, large company retirees, retired teachers, etc. Implement 2015-2016 year.

    b. Contact groups such as the Ray Society, Senior College, PEO groups, sorority and fraternal groups. Implemented 2014-2015. Ongoing.

    c. Provide information about the Des Moines Women’s Club in public places such as libraries, fitness centers, Healthy Living Center – Mercy, hair salons, the Bridge House, coffee shops, etc. Implement 2015-2016. Ongoing.

    d. Liaison with other organizations & businesses such as Sherman Hill Association, Inc., Bravo, AARP, Council on Aging, Senior Living Communities. Implemented 2014-2015. Ongoing.

4.    **Increase visibility of the Des Moines Women’s Club**

    Strategies:

    a.    Have information in the following:  DSM Magazine – try to get a feature article—not an ad; Loft, Boomer, various High School Alumni Associations, Neighborhood section and/or other sections of the Des Moines Register, and/or Datebook Calendar. Ongoing.

    b.    Send Tweets regarding events, speakers—those upcoming as well as recent speakers. Implemented 2014-2015.  Ongoing

    c.    Post information on Facebook regarding events. Increased postings began January 2015. Ongoing

5.    **Continue to offer quality programs.**  Status Quo

6.    **Continue to expand scholarships offered.** Board approved March 2015 expanding STEM scholarships offered from one to four.  Implement: 2015-2016.

7.    **Continue to present financial information at Club Update meetings.** Operational

8.    **Have the President of the Club select a community service project for the Club year.** Implemented 2014-2015. Ongoing.

9.    **Streamline the structure of the Club by evaluating the functions of each office, position, department and committee.**

    Strategy:  A committee reviewed these functions and presented recommendations to the Board of Directors on February 11, 2015.

    The following recommendations (except where noted otherwise) would require amendments to the Bylaws. Implement: 2016-2017.

**EXECUTIVE COMMITTEE**

The Executive Committee be composed of the following:

President

President-elect

Vice-president in charge of Membership

Vice-president in charge of Fundraising

Vice-president in charge of Communication

Recording Secretary

Corresponding Secretary

Treasurer

**Rationale:** This makes it clearer that being a vice-president is not an automatic step toward the presidency, something that is currently assumed by the membership although it is not stated in the Bylaws. These vice-president positions would clearly call for specific skills and experience. The past-president has no specific duties, so it was concluded that she does not need to be required to attend Executive Committee and Board of Directors meetings. Past presidents would still be valued and called upon for their institutional memory. The immediate past president would continue to serve on the Hoyt Sherman Place Foundation Board.

The **Vice-president in charge of Communication** would oversee all publications including the newsletter, yearbook, website, Facebook, and promotion of the Club and events to insure consistency in the message and uniformity in printed and posted materials.

**Rationale:** The Club needs to present a uniform message to the community for greater recognition and professional appearance.

The **Vice-president in charge of Fundraising** would be chair of the Fundraising Committee and would supervise the committees responsible for the individual fundraising efforts of the Club.

**Rationale:** This would allow for better oversight of fundraising projects and enhance results.

The **Vice-president in charge of Membership** would chair the Membership Committee and may appoint a chair of the Memorial Hour. The Vice-president would be responsible for the Prospective Member Coffees and the Meet the New Member programs.

**Rationale:** This makes the title of this position consistent with the other vice-presidents.

**BOARD OF DIRECTORS**

No change in the composition of the nine members elected at large for the board, or changes in how members are nominated, is suggested at this time. It is recommended that alternates be eliminated.

**Rationale:** It is not necessary to have alternates for conducting the business of the board, even if this means that the board completes its term with fewer members. This eliminates the expectation that alternates will become board members the next year and gives the Nominating Committee more flexibility.

**APPOINTED POSITIONS**

Add the following sentence to **Article V Section 2:** The **Historian** shall serve as a member of the Archives Committee. Board approved March 2015.

Add **Article V Section 5.** A **Website Administrator** shall be appointed by the President to maintain the Club’s Website. Board approved March 2015.

Add **Article V Section 6.** A **Facebook Administrator** shall be appointed by the President to maintain the Club’s Facebook page.  Board approved March 2015.

**DEPARTMENTS**

It is recommended that the **Drama** and **Music Departments** be combined into a **Performing Arts Department**.

**Rationale:** This is based on the results of the survey and gives additional possibilities for programs in other performing arts fields.

**STANDING COMMITTEES**

Give the **Interior Decorating/Art Possessions Committee** responsibility for the Antique Black Cabinet in addition to providing seasonal displays and recommending improvements to house furnishings. Eliminate the **Antique Black Cabinet Committee** as a separate group.

**Rationale:** The responsibilities of these two committees are closely related.

Dissolve **Marketing** as a separate committee and place its responsibilities under the Vice-president of Communication.

Eliminate the requirement that all department chairs serve on the **Fundraising Projects** **Committee**. Have the chair of this committee be the Vice-President in charge of Fundraising.  Invite all interested Club member to attend.

**Rationale:**  The chairs of departments are charged with arranging for programs, but they do not necessarily have any information related to fundraising. Members of the Club at large might have ideas on fundraising that they would like to put forth.

Article X Standing Committees Section 12 to read as follows:  A **Fundraising Projects Committee** composed of the President Elect as chair, the First vice President, the chair of the Finance Committee, the chairs of the Fundraising Project Committees, and the Recording Secretary shall meet as soon as convenient after the 1st of January to arrange fundraising projects for the ensuing club year and report to the Board of Directors.  In addition, all interested Club members shall be invited to attend.  Board approved March 2015.

Move the responsibility of arranging for the invocation to the **Hospitality Committee.** This committee would have a chair who is not an executive committee member. Responsibilities would include arranging for centerpieces, seating at the president’s table, and the invocation.

**Rationale:** These activities do not necessarily need to fall under the tasks of the Executive Committee

Make the **Hoyt Place Gardens Committee** inactive.  Implement:  March 2015.

**Rationale:**  Maintaining the grounds is a task that calls for continuous work best provided by an employee.

The **May Day Committee** would no longer fall under the responsibility of a vice-president.

Add a **Communication Committee** composed of the newsletter editor, the yearbook editor, the website administrator, the Facebook administrator, and other interested members.

**Rationale:** This would result in greater consistency in communication about the DMWC.

# Installation of Officers/Board Members 20\_\_

**Installing Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

On May 31, the club will complete its \_\_\_\_\_\_ year. I would like to express the appreciation of the Des Moines Women’s Club to our retiring President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I thank you for your continued interest and support of the club and Hoyt Sherman Place. Past Presidents never fully retire. They keep working toward the future.

The Des Moines Women’s Club would like to express our gratitude to the following officers who have completed their terms:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please stand so we may show out thanks for your service. (Applause)

The following members have been elected as directors or will continue serving as directors for the next year. Please stand as I read your name and remain standing until the oath of office is completed.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you promise to fulfill your duty as business administrators of the Des Moines Women’s Club and work together in its best interest? (Reply from newly installed directors) Thank you and you may be seated.

Three members have been elected as alternate members of the Board. Would \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_ stand for the oath of office? Do you promise to fulfill the duty as a Board member if you are chosen to fill a vacancy? (Reply from the installed alternates) Thank you and you may be seated.

(The following officers should come to the podium as her name is read and return to her seat after the oath of her office is completed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Treasurer, it is your responsibility to oversee the finances of the Club, to make periodic financial reports to both the Executive Committee and to the Board of Directors. I will also be your duty to serve as member of the Finance Committee. Do you promise to fulfill the duties of your office?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Corresponding Secretary, it will be your responsibility to conduct the social correspondence of the Club. In doing so, you will often be the liaison between the club and its members. Do you promise to do this?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Recording Secretary, it will be your responsibility to accurately record the business transacted by both the Executive Committee and the Board of Directors and to furnish the necessary copies for permanent and historic records of the Club. Do you promise to do this?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Communications Vice President, your duties will include the coordination of the Marketing, Newsletter, Yearbook, Social Media and Website committees. Do you promise to perform the duties of this office?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Fundraising Vice President, your duties will include supervising the committees responsible for the individual Fundraising efforts of the Club. Do you promise to fulfill the duties of this office?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as Membership Vice President, your duties include supervision of the membership committee, coordination of prospective member events, the meet the new members programs, and the Memorial Hour.

committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as President Elect, your duties include serving as an ex-officio member, without vote, of all committees and department of the Club except the nominating committee, and as chairman of the Fundraising Projects Committee. You will also serve as a liaison member of the Hoyt Sherman Place Foundation Board of Directors. Your duty, also, will be to assist the president in any way possible. Do you promise to perform these duties?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as President, you will preside at all meetings of the Club, serve as an ex-officio member of all departments and committees except that of the nomination committee and represent the Club as a member of the Hoyt Sherman Place Foundation Board of Directors. In addition, there are other duties too numerous to mention. Do you promise to fulfill the duties of this office?

I now declare the officers of the Des Moines Women’s Club duly elected and installed for the 2011-2012 year with best wishes and promised support of the entire membership. Congratulations to each of you.

President remarks

Thanks officers

Gives gavel to president-elect

President-elect remarks

President-elect Give medallion to president

President-elect Returns gavel to president

President declares meeting adjourned

# Guidelines for House Holiday Decorations

Des Moines Women’s Club 2011

Good decorations include: Wreaths, greenery and ribbons on windows Greens in high doorway arches Large trees in the house and galleries  Limit decorations in the theater area and concentrate on the rooms in the house. Don’t decorate the bathrooms; limit the upstairs lounge/bathroom to a small tree or arrangement on the counter and something in the pitcher/bowl.  Theater mezzanine decorations are OK, but avoid small and easily breakable items. Deets Room decorations are O,K., however the centerpiece on the table should be on a tray for ease in moving for meetings.   Keep a clear path for the many guests who visit the house and theater during the holidays i.e. nothing on the landings. Wreaths on the gates are okay.. Avoid covering hand railings. Do not block doorways Do not place decorations on stairway landings or on top of steps.  Signs crediting the club are good: one on an easel in the house foyer, one will be hung in the main lobby and one will be placed above the cabinet in the ticket office area.

# Interior and Possessions Committee

The art, artifacts, and building of Hoyt Sherman Place are owned and preserved by the Hoyt Sherman Place Foundation. The Club maintains a committee that helps with maintenance and upkeep of interior possessions under the guidance of the HSP Foundation.

# BEAN SOUP Procedures 2010

Order Beans from 35th & Ingersoll Dahl’s store. Make sure to get a total of bill so a check can be ready when beans arrive. Also, get name of mgr. Call back 1-2 days in advance to confirm delivery. Beans are to be delivered by 8:00 am to Byers Room-West- door.

60 pounds each of:

Large Lima Beans Pinto Beans Navy Beans Garbanzo Beans Lentils Green Split Peas Small Lima Beans Northern Beans Red Kidney Beans Black Turtle Beans Yellow Split Peas Black-eyed Peas

 Ask if they can bring some paper grocery sacks. Make sure there are enough recipe inserts. Will need about 1,000. Need 2 carts, 6-8 large trays, 2 LARGE metal bowls, and packaging supplies from closet. Remember to make coffee.  **Order 1 or 2 mil. ziplock bags from Commercial Bag and Supply, 1244 2d Ave. Des Moines. (This may take some time if they are not in stock)  Check supply of bag labels and have AA print more as needed.**

**SUPPLYING Grocery STORES**

 Procedure to be followed by members supplying the 11 Dahl’s Store:   **1.** The member notifies the Executive Assistant that she needs to deliver beans  to the store she supplies. **Suppliers should monitor monthly, the bean soup**  **inventory at the store to which they deliver.**   2. She either pays the Executive Assistant $40.00 per bag which she is  reimbursed by Dahl’s when she delivers the beans or later delivers the $40.00  received from the Dahl’s store to the Administrative Assistant.   3. Before leaving the club she should get an invoice to hand to the store manager  which he/she initials. This is taken to the courtesy counter where $60.00 in cash is  received. The invoice can be found in a receipt book marked “Bean Soup” in the  reception desk drawer.

**BEAN SOUP COMMITTEE**

 The Bean Soup Committee is a Special Project of the club.  The committee meets when necessary to sack 720 lbs. of beans and lentils. They are packaged in plastic bags with a copy of the recipe. Each bag contains 12 ounces. 720 lbs., if packaged correctly, should result in 960 individual bags or 40 Kraft sacks of 24 which then can be delivered to the 11 Dahl’s Stores through which the Bean Soup mixture is sold.  The following procedure has been used when packaging beans:  The Administrative Assistant has about 1000 recipes printed.  The Chairman and Co-Chariman call committee members to start working at 9AM. It is best to have between 15 and 20 members come to the meeting.  The Chairman arrives about 8AM to set up room. The beans and all supplies are ordered by the Administrative Assistant. These should be at the club house by 9AM the day of the meeting. The 60 lbs. of each kind of beans and lentils are stacked together on the long tables. The chairman should check to see all 12 kinds have been delivered as well as Dahl’s grocery sacks and duct tape. She should arrange to have 2 old pairs of gloves for members who mix beans and three pairs of scissors.  Set of the three tables with the following supplies.  Oblong pans from the kitchen. Bags and recipes. Trays for finished bags. 12 ounce cottage cheese carton.  Set up two long tables with the 2 heat sealing appliances, trays, and large Dahl’s grocery sacks to put 24 bags of beans in.  Using 2 large stainless steel round dishpans from the kitchen mix the beans as follows: Using a roll cart a member should pick up 2 lbs. of each kind of beans and lentils and deliver it to one of the dishpans for a member to open and mix thoroughly with her hands.

After being mixed the beans are delivered to members seated at a table and they pour 12 ounces of beans in plastic bags in which recipes have already been placed. Recipe must show. The air must be squeezed out of the bag and zipped shut. The bags then are placed on the trays to be taken to the heat sealing table.  To heat seal, place zip locked bag edge just under heat element press down count 1000, 2000, 3000 and release. This makes a double deal on the bag.  24 bags are place in Dahl’s grocery sacks and marked with a large 24 and sealed across the top with duct tape.   Count the Dahl’s sacks of 24 plus additional bags left over and determine total number packaged. The custodian will move the bags to a store room.