

# WIDOWED MEN AND WOMEN OF AMERICA

## Individual Link Policies & Procedures



### I. DUTIES & RESPONSIBILITIES OF LINK OFFICERS

#### A. PRESIDENT - The President shall:

1. Preside at all meetings, enforce the Individual Link Policies & Procedures, support the National By-Laws, and have the power to create committees and appoint chairpersons with the approval of the Link Board of Directors.
2. Facilitate the activities of all Link Committees.
3. Assist Membership Chairperson in greeting and introducing visiting members, new members and guest at monthly business meeting.
4. Represent the Link at WMWA National Board Meetings and serve as a voting member of the National Board.
5. Schedule meetings of the Link Board of Directors as necessary.
6. Serve on and preside at the Link Board of Directors meetings.

#### B. VICE-PRESIDENT - The Vice-President shall:

1. Assume the duties of the President if the President is absent or incapacitated.
2. Assume the Office of President if a vacancy occurs.
3. Assist the President as requested.
4. Assist the Social Chairperson in planning social activities.
5. Attend National Board meetings. Serve as liaison between National to report and update Link on activities or trips upcoming or results of those that occurred.
6. Assist the Membership Chairperson in growing the Link and attracting new members.
7. Assist in greeting members and guests at monthly meetings.
8. Assume the duties of Program Chairperson if this committee is active for the Link.
9. Serve on the Link Board of Directors.

#### C. SECRETARY - The Secretary shall:

1. Record the minutes of every monthly business meeting and read those minutes to members at the next business meeting.
2. Record the minutes of the Link Board of Directors meetings and distribute the Board minutes to all Board members on a timely basis.
3. Establish and maintain all record systems of the Link.
4. Maintain copies of all official documents and transfer same to duly elected successors.
5. Be available to assist standing committee chairpersons.
6. Assist in greeting members and guests at monthly meetings.
7. Serve on the Link Board of Directors.

**D. TREASURER – The Treasurer shall:**

- 1. Establish and maintain all financial records of the Link and transfer same to duly elected successors**
- 2. Report on the financial status of the Link at all monthly meetings and at all Link Board of Director meetings.**
- 3. Maintain a checking account for the Link organization. All checks written are to be signed by the Treasure or President or Vice-President.**
- 4. Receive and deposit all income for the Link.**
- 5. Pay all bills, subject to the approval of the Link Board of Directors.**
- 6. Send quarterly and annual Treasurer’s report to the National Treasurer.**
- 7. Receive, record and deposit the Link’s portion of membership dues from the National Office. Report to the Link at the following monthly meeting.**
- 8. Serve on the Link Board of Directors.**

**E. Guidelines for Membership Chairperson:**

- 1. Have all members, guests and members of other links sign Attendance Sheets.**
- 2. Greet visitors and guests (assisting Social Chairperson) when they arrive.**
- 3. Introduce all new members, present with Link Membership List and deliver nametags when received from National Office.**
- 4. Ask for a “big Welcome” by attending members, encourage new members to become active in he Link Activities.**
- 5. Know and be able to state the criteria for Membership (from National By-Laws) for the benefit of visitors or prospective members.**
- 6. Provide updated Membership Lists to all current members.**
- 7. Be available for a few minutes after meeting to answer guests’ questions and give out membership applications to anyone interested in becoming a member.**

**F. Guidelines for Social Chairperson:**

- 1. Greet visitors and guests when they arrive, make them feel welcome and introduce guests to members. Ask other members to assist if necessary.**
- 2. Have all Activity Sign-Up Sheets available and be prepared to answer any questions about the activities.**
- 3. Review upcoming activities (with enthusiasm); remind all in attendance of special dates or when monies are due; remind everyone of Activity Sign-Up Sheets; ask members to report any other activities which they want to attend and work to set up if interest merits.**
- 4. After meeting, be available to answer questions regarding activities or Sigh-Up Sheets. Record all suggestions for activities. Work with Treasurer on monies paid for events.**

**G. Guideline for Sunshine chairperson:**

- 1. Be prepared to announce the names of those celebrating birthdays during the coming month.**
- 2. Announce names of any members who were ill, married, or suffered the loss of a loved one.**

## **H. Telephone Chairperson (If applicable):**

- 1. Get names and phone numbers of all new members from Membership Chairperson, so they can be distributed to calling committee.**

## **I. Program Chairperson:**

- 1. Introduce the program or speaker for the evening at the appropriate time.**

## **II. DUTIES & RESPONSIBILITIES OF LINK CHAIRPERSONS:**

### **A. MEMBERSHIP CHAIRPERSON – The Membership Chairperson shall:**

- 1. Compile a “Membership List” with names, addresses and phone numbers of current members. Verify and match Link Membership List against the Master Membership List maintained by National Office.**
- 2. Add new members once the National Office approves them.**
- 3. Update Membership Lists at least quarterly and distribute to current members only.**
- 4. Notify the National President of any address or telephone changes, e-mail updates status changes, member terminations, etc. for updating the Master Membership List.**
- 5. Maintain records of Guests attending functions including meetings. When three activities and/or meeting have been attended, ask the guest to apply for membership to WMWA.**
- 6. Greet members and guests making sure guests are introduced to others present.**
- 7. Inform guests at each monthly meeting on how to become a WMWA member.**
- 8. Introduce NEW members; provide each with current Link Membership List and Social calendar. Distribute nametags received from National office.**
- 9. Work with Vice-President to do publicity and promote new membership.**
- 10. Coordinate with National Office to contact all members not renewing to ask reason for not renewing and offer any assistance needed to encourage renewal.’**
- 11. Transfer all Member information to duly elected successors.**
- 12. Serve on the Link Board of Directors**

### **B. SOCIAL CHAIRPERSON – The Social Chairperson shall:**

- 1. Appoint a committee, as necessary, to assist with social functions.**
- 2. Be responsible for organizing social functions and gathering recommendations for social functions.**
- 3. Compile a Social Calendar for printing and distributing to all Link Members at least quarterly.**
- 4. Send a copy of the Link Quarterly Calendar to the National Secretary by the 1<sup>st</sup> day of the month preceding the quarter to be included on the National Quarterly Calendar.**
- 5. Report upcoming social functions available for Link members for the next month at each monthly meeting.**
- 6. Have “activity Sign-up Sheets” for future social functions available at all monthly meetings.**
- 7. Assist Membership Chairperson and Link officers in greeting members and guests and providing a warm, friendly atmosphere for meetings and social functions.**
- 8. Serve on the Link Board of Directors.**

**C. SUNSHINE CHAIRPERSON – THE SUNSHINE CHAIRPERSON SHALL:**

- 1. Send appropriate message, on a timely basis, to members of the Link who are celebrating a birthday or marriage; or who are suffering a hospitalization or the loss of a loved one.**
- 2. Follow-up when appropriate with calls or visits.**
- 3. Serve on the Link Board of Directors.**

**D. TELEPHONE CHAIRPERSON (Optional Chair) – The Telephone Chair Shall:**

- 1. Contact all members when a change has been made on the Quarterly Calendar, when an emergency situation occurs, or when requested by the Link Board of Directors.**
- 2. May appoint a committee, as necessary, to assist when necessary to contact all members.**

**E. PROGRAM CHAIRPERSON (Optional Chair) – The Program Chairperson shall:**

- 1. Arrange for special programs to be held at the regular monthly meetings.**
- 2. Introduce program or guest speaker, as necessary.**

**Update – 1/2014**

**III. PROCEDURES DURING LINK MEETINGS:**

**A. Guidelines for Link President:**

- 1. Call meeting to order. Introduce self and officers if necessary.**
- 2. Introduce visitors from other links or National Office.**
- 3. Ask Secretary to read minutes of last meeting; ask for additions or corrections; request motion and second for minutes to be approved by members in attendance.**
- 4. Ask treasure to make financial report; ask for any corrections or additions; request approval.**
- 5. Ask for Vice-President's report, if any, on National events or trips, upcoming or past.**
- 6. Ask Membership chairperson to introduce guests and to give report of membership status \*renewals, non-renewals, new members, (etc.), to introduce new members and to inform guests and prospective members about the WMA group and criteria to join**

7. Ask Social Chairperson to review upcoming activities; remind people to sign up for activities and to note deadlines for RSVP and/or money due dates; a lot o ask for activity suggestions from members.
8. Call for any unfinished business to be discussed.
9. Call for any new business to be brought to the attention of all members and discussed as needed.
10. Make any other announcements and ask members for any announcements.
11. Ask for motions to adjourn business meeting and ask for second to motion.
12. If program is planned, turn meeting over to Program Chairperson.

**B. Guidelines for Link Vice-President:**

1. Be prepared to give report on National events, trips or other information.
2. Remind members to consul National Quarterly Calendar for other Link s activates and any special National events.

**C. Guidelines for Link Secretary:**

1. Take minutes of business meeting being conducted.
2. Read minutes of last meeting (transcribed notes should be in final form\_.
3. Record any corrections or additions to minutes of last meeting in final report.

**D. Guidelines for Link Treasurer:**

1. Read financial report of Link's Treasury. Be prepared to answer any questions regarding financials.
2. Always have checkbook available at monthly meetings so able to be bills presented and approved by the Board.
3. Before and after meeting, work with Social Chairperson on handling monies for specific or special events.

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