

READ ME

- This orientation is primarily intended for a new chapter member in their first 60 days of membership. It is best delivered before attending their 1st or 2nd meeting as a member.
- **Highlighted** content should definitely be reviewed and updated to be applicable to your chapter. Don't forget to remove highlighting once you have updated 😊
- All content is reviewed annually by the MNWT membership team.
- **All content** can be edited and changed to best fit your chapter and how your chapter operates.
- Feel free to remove or hide slides that do not apply as well as add slides to cover information important for new members in your chapter to know.
- The footer should be updated for your presentation name. And delete this slide.
- This can be shared electronically or printed – best with 1 or 2 slides per page.
- Other materials that might be included for new members: chapter roster with contact information, chapter bylaws & policies, calendar or events, chapter budget, chapter newsletter (many of these are in the chapter plan of action)
- All new members will be invited to a separate MNWT orientation that focuses on state and district level information. Please encourage attendance.
- Contact mvp@mnwt.org or mmc@mnwt.org if you have questions or need assistance with member orientations.

DRAFT

MEMBER

CHAPTER ORIENTATION

MNWT ORIENTATION

DECEMBER 2023

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OUR MISSION

The mission of the Minnesota Women of Today is to help women improve their own lives and the people in the communities around them. This organization shall be a place in which women are actively encouraged to become involved and hold position of leadership.

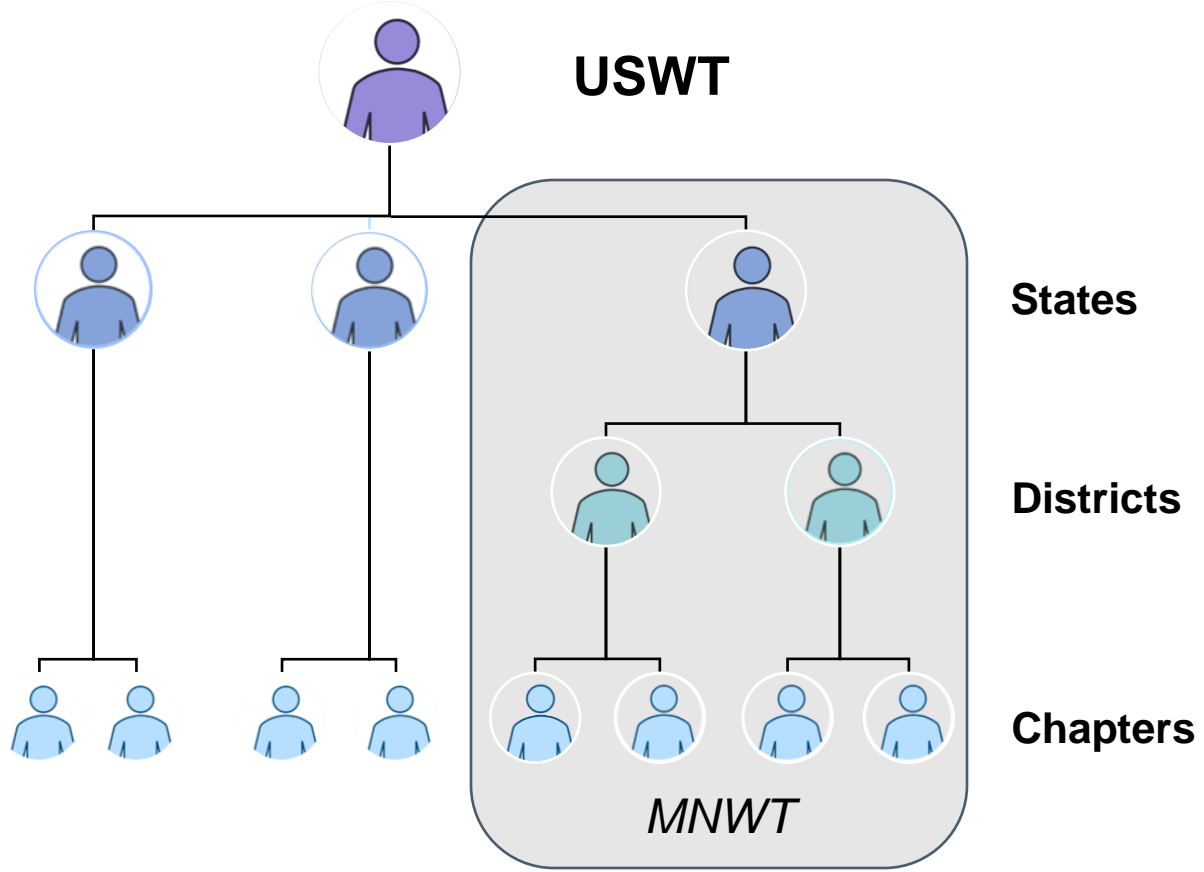
The organization shall provide opportunities for all members:

- To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
- To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
- To develop friendships and to find personal support within the organization.

OUR HISTORY

- We began as the Mrs. Jaycees organization in 1950 in Minnesota changing our name to Jaycee Women in 1979.
- We became an independent organization, the Women of Today, in 1985.
- The full history can be found on mnwt.org as well as in the State Plan of Action.
- The Hutchinson Area chapter was established in 2016.

WOMEN OF TODAY ORGANIZATION





Chapters are the backbone of the Women of Today organization. This is where members “belong” and are connected to their community. Districts are a geographical grouping of chapters to promote communication and mutual support. Districts are also primary entity for how members are represented on the MNWT Executive Council.



Minnesota currently has 8 districts made up of 4 – 8 chapters each. They are divided in to two Regions. Region 1 is Districts 2, 3, 4, & 5 and Region 2 is Districts 6, 7, 8, & 9.



District meetings are held 3 times a year as scheduled by the individual district in June, October and February/March. District meetings are different than chapter meetings or conventions. They offer enrichment and training and time to connect and share with other chapters. Districts may also hold socials or programming events throughout the year.

Our chapter is part of ***District 6*** along with Big Lake, Elk River Area, Monticello, Rogers-Otsego-Dayton and St Michael-Albertville. The District 6 Director is Connie Fink from the Monticello chapter.

MNWT

We maintain a strong support system by providing individual chapters with educational information, fundraising ideas and membership encouragement.

Membership

- Open to all persons over the age of 18, male or female
- Active chapters need a minimum of ten (10) members

State dues are \$45 and National dues are \$5. Some chapters also have chapter dues. **Our chapter dues are \$50/year.**

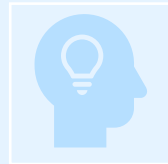
CHAPTER MEETINGS

A meeting of the chapter's general membership is held the 2nd Thursday of each month, at the Hutchinson Chamber office. Use alley entrance. The July and December meetings are held at alternate locations. Check email and chapter newsletter for location information.

This meeting serves three purposes and attendance is highly recommended. (Not a requirement)



To Accomplish Something: This is where the business of the chapter is conducted. Officers and Program Managers/Chairpersons present information for their area. Projects and events may also be discussed and voted on. A quorum (one-third of membership) must be present to conduct most business.



To Learn Something: We will often have an enrichment activity or information on a topic of interest. Sometimes, an outside speaker may be brought in or an activity/discussion is lead by a chapter member.



To Have Fun: The first half hour before the meeting starts, we like to assemble a Random Act of Kindness (RAK), socialize and have a snack or treat. Members take turns and sign-up to bring a project and or treat.

COMMUNICATIONS

Regular meeting attendance at general meetings is strongly encouraged. Attendance keeps you informed about chapter activities and projects. An agenda will be emailed prior to the meeting.

Use your chapter newsletter (The Flame). It is a great communication tool! There may be more information here that was not shared at the meeting.

Email is one source of communication. Our chapter email is hutchinsonareawomenoftoday@gmail.com

Event invitations and RSVPs are done through evite. Reach out to the President or Membership VP if you are not receiving any invitations.

Website – Our chapter website is xxx\$\$\$.com. Here you can find the latest newsletter and a calendar of events.

Facebook – we have two Facebook pages.

- “Hutchinson Area Women of Today”. Here we share event and projects to let people know what we are doing. You are encouraged to follow and like and share.
- “HAWT Spot”. This is a private HAWT member only page. Used in a variety of ways. Occasionally a motion has been made here. Provides a place for member to do some committee work, ask questions, and keep members updated on a project, etc.

GETTING ENGAGED

- Whatever your level of involvement, we are glad to have you! Every member is important to the chapter. You are not expected to participate in or contribute to everything.
- Explore new avenues of programming or projects that interest you.
- Get involved – join a committee or try chairing or co-chairing a project.
- Ask questions. We want to ensure you feel welcomed to the chapter
- Spread your wings. Try something new. Challenge yourself.
- Bring a friend to an event or a meeting. They are always welcomed.
- Bring up new ideas at a meeting in the form of a motion. Begin with “I move that...” and go on to state your idea. Someone else will need to second your motion before it is brought for a vote by the chapter.
- Reporting at meetings:
 - Be prepared before the meeting and summarize.
 - Write down for the secretary. She’ll appreciate the help
 - Be creative & have fun with reports! (Use a prop or skit)

CHAPTER OPERATIONS

*Our chapter is lead by a Board of Directors who are elected **annually**. The Board members meet **monthly on the 1st Tuesday of the month**. Any member in good standing can serve in a board position.*

The role of our chapter board is to:

- Guide the chapter with ideas for projects & events.
- Make sure events are organized & show respect for people's time & resources....preparing for successful events.
- Keep track of what has been happening & what is coming up... generate energy, engagement, retention and recruiting.
- Support the ideas of members to engage...train others on chairing & hosting, pair up to mentor to build up confidence & experience in other members.
- Support the membership process needed for recruiting & retaining members.

CHAPTER BOARD

Officers are elected at the **March** meeting annually and serve from May 1 to April 30

Our chapter board meets monthly on the 2nd Monday at Byerly's in the deli area.

Position	Responsibility	MNWT Counterpart
President <i>Polly Palmer</i>	Plans and runs the meetings	President, Chapter Management VP (CVMP)
State Delegate <i>Suzy Duncan</i>	Keeps the chapter informed about district, state and national events	Administrative VP
Programming Vice President (PVP) <i>Peggy Vincent</i>	Supervises programming areas the local chapter supports and supervises local program managers	Programming VP, State Program Managers
Membership Vice President (MVP) <i>Martha Parker</i>	Provides support to grow the chapter's membership	Membership VP
Secretary <i>Sharon Smith</i>	Records the minutes of the business meetings and handles correspondence	Secretary
Treasurer <i>Tracy Turnblad</i>	Manages chapter finances	Finance VP
Chairman of the Board (COB)/Parliamentarian <i>Carla Baker</i>	Past president. Promotes efficient business meetings through Robert's Rules of Order.	Chairman of the Board (COB), Parliamentarian

PROGRAMMING IN HAWT

Programming is unique to our organization. At the chapter level, programming is directed by Local Program Managers, or LPMs. There is an LPM for each Programming Area and these members are elected or appointed annually, serving from May 1 to April 30.

- “Programming” is the service & personal development component of the organization.
- We as a chapter choose what organizations and causes we support and what we do to support them.
- To do any projects, we need a chairperson(s) to organize the activity. This might be the LPM, a member of the board, or anyone who has an interest in making sure the project happens.
- If you have an idea for something you want the chapter to do, bring it up to the LPM in the area, the Programming VP or the President or you can attend a Board meeting and bring it forward there. Their role is to understand the effort and interest by the chapter and if it is a good fit, find a time for it in the calendar. Bring it forward even if you are unsure about chairing the activity.
- **Examples of service projects we do are: collections, fundraising, random acts of kindness, community activities, and education**
- When you chair an event, you should report at meetings and **send information in to “The Flame”**
- Be prepared before the meeting and summarize!
- Write it down for the secretary. She’ll appreciate the help.
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PROGRAMMING IN HAWT

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LOCAL PROGRAM MANAGERS (LPMs)

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- Supervised by Programming Vice President (PVP) who coordinates activities across all areas and with other chapter activities.
- Each LPM oversees a programming area by passing on information to the chapter, organizing activities and bringing ideas to support the area.
- LPMs are not responsible for all activity in their area and appreciate ideas for projects and members who volunteer to lead projects or host events.
- Works with PVP and other LPMs to report activity in area to the State Program Managers each trimester.
- Projects and Project Managers may be nominated each trimester for recognition in their area.

PROGRAMMING AREAS

Programming Areas are how chapters and MNWT organize the various activities of the organization that benefit our members and communities. Programming includes service projects and personal development activities.

Area	Focus	MNWT Promotions
Community Connections	Assists and encourages chapters to become involved in their local communities.	Promote Domestic Violence Awareness, Joint ventures with other local organizations, SPM Focus Area
Living & Learning	Promotes participation & provides information for a member's personal growth; mentally, spiritually, civically and through family.	Promote Personal Enrichment Programs (PEP) and Certifications
Priority Area	Provides education along with participation and fundraising opportunities to support the Three-Year Priority Project.	The 2024-2027 Priority Area is promoting REACH, a voluntary, in school program designed to assist our students who may need support academically, socially, and /or emotionally.
Women's Wellness	Focuses on providing and supporting women's health education through traditional and holistic medical practices as well as balanced lifestyles.	Promotes March of Dimes March for Babies; SPM Focus Area
Youth of Today	Promotes ideas and activities that allow youth to discover and experience the importance of volunteering.	Promotes Kids Week; SPM Focus Area

INTERNAL CHAPTER OPERATIONS

In addition to the five official Programming Areas, HAWT and MNWT have other chapter support areas. Members are welcome to help with any of these by talking with the President or Programming VP.

Newsletter

HAWT publishes The Flame monthly, MNWT publishes NEWSLET 4 times a year and it is emailed directly to members (in trial by MNWT) or mailed to your home. For submissions or article ideas, contact Nancy News at nn@yahoo.com

SUCCESS

Planning tool for chapters to help be intentional about projects, membership and chapter operations. Chapters can submit results at end of each trimester for recognition at Convention.

Public Relations/Social Media

We will occasionally submit materials to the local newspaper or MNWT NEWSLET. We also maintain social media including Facebook and Instagram. For submissions or ideas, contact Frances Ignacio at fiemail@yahoo.com

Ways and Means/Fundraising

Oversees fundraising and projects for the chapter's use. The funds raised or earned are used to support budget items for chapter officers and members, conventions, entry fees, etc. The chapter has a spring and fall plant sale as our major annual fundraisers. New ideas are always welcome.

EXECUTIVE COUNCIL

MNWT Executive Council is the leadership of the State Organization.

Comprised of the ***State Staff***, the ***State Program Managers*** (SPM), and the ***District Directors*** (DD), the Exec Council meets prior to each state business meeting, and may act on policies, make recommendations, and discuss items of importance to districts and local chapters.

CHAPTER SERVICE CENTER

Executive Director is the only permanent, paid position in the Minnesota Women of Today. The Executive Director serves as a resource for chapters through the Chapter Service Center.

The Webmaster and Web Team report to the Executive Director.

The Chapter Service Center is available for just what its name implies – service to chapters. Any questions you have may be directed to the ***Executive Director, Tanya Rothstein*** at csc@mnwt.org.

“

*Alone we can do so little;
together we can do
so much.*

Helen Keller

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