

MNWT & USWT

DISTRICT & STATE ORIENTATION

MNWT ORIENTATION

NOVEMBER 2024

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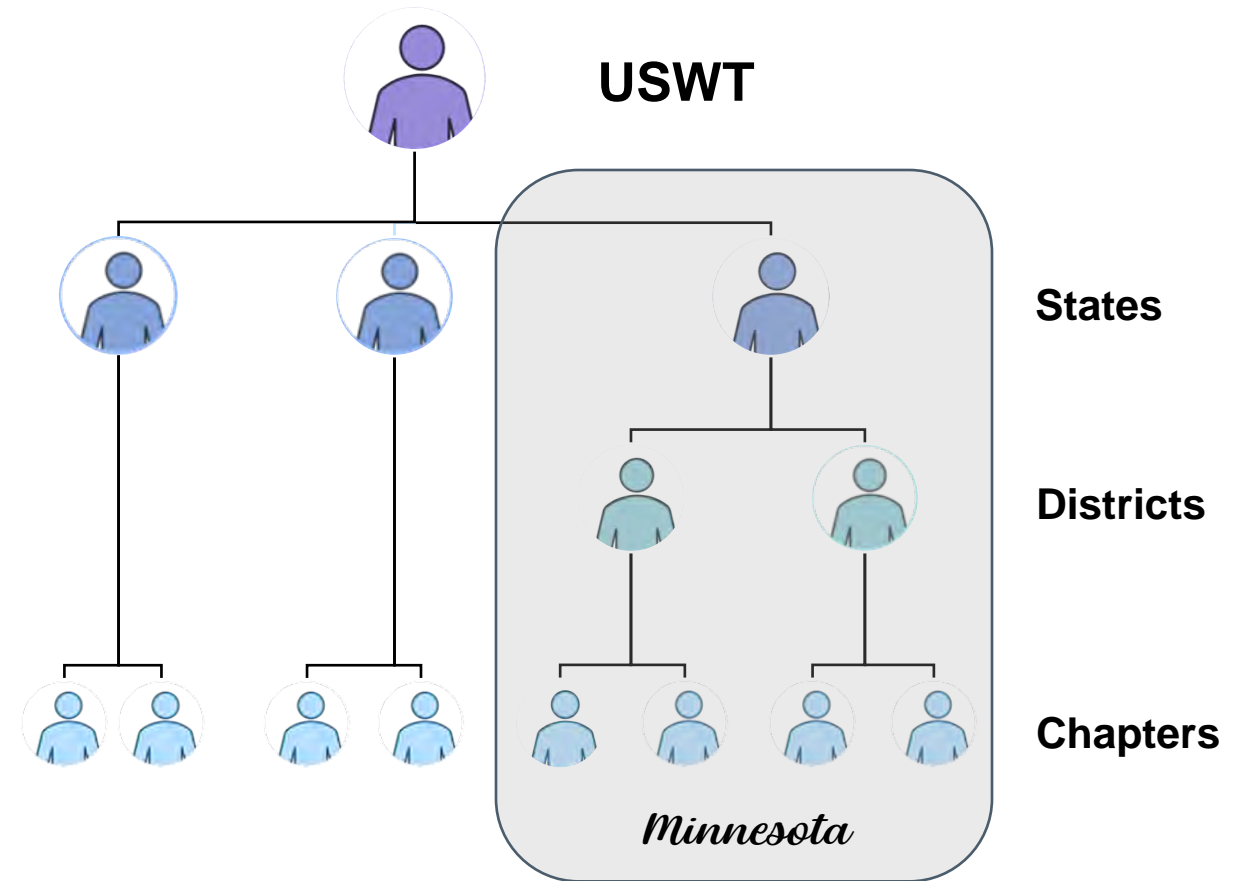
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WOMEN OF TODAY ORGANIZATION

- ▶ The national organization has 12 member states.
- ▶ There are two national conventions held each year: Mid-Year and Year-End.
- ▶ USWT has a Board of Directors, headed by the President and a Staff as well as the State Presidents



USWT CREED

We, the United States Women of Today,
are dedicated to serving our community and nation,
are committed to strengthening our individual talents,
and stand united by our friendship and belief in the future.

USWT BASICS

National Organization

Maintains a strong support system by providing individual states with educational information, fundraising ideas and membership encouragement.

USWT Membership

- Open to all persons over the age of 18, male or female.
- National dues are \$5. States and some chapters also have dues.

USWT Programming

- Wellness and Personal Development, (internal) promoted through the MNWT Living & Learning SPM
- Domestic Violence Awareness, (external) promoted through the MNWT Women's Wellness SPM

THE HISTORY OF MNWT

- The first talk of a state organization was in the fall of 1949, when some wives of Jaycee members met to discuss it. In 1950, a group of dedicated women formed the Mrs. Jaycees of Minnesota with a mission of community service.
- At Summer Awards 1974, we celebrated our 25th anniversary.
- Our name was changed from Mrs. Jaycees of Minnesota to Jaycee Women of Minnesota in 1978.

continued...

- In 1982-83 affiliation was a big issue that brought our organization to the Supreme Court. The US Jaycees said there had to be a Jaycee chapter in order to have a Jaycee Women chapter in the community. During that time, we worked closely with the Jaycees of Minnesota to establish Jaycee chapters so that no Jaycee Women chapters would be lost.
- On July 3, 1984, the Supreme Court ruled that women must be allowed membership privileges in the Jaycees. After that ruling the Jaycee Women had three options, to join the Jaycees, begin their own organization, or to dissolve.

continued...

- Many amazing MNWT members worked hard to transition from Jaycee Women of Minnesota to the Minnesota Women of Today. They trademarked our current logo, “Women of Today”, and created new operations procedures. In such retaining our history and membership as we once again renamed ourselves.
- In July 1985 we officially change our name to the Minnesota Women of Today.
- At the same time Minnesota Jaycee Women transitioned to Minnesota Women of Today, the national Jaycee Women voted to dissolve.
- The then dissolved Jaycee Women asked to use the Women of Today name. In July 1985, United States Women of Today officially began.
- We stand united in our three areas of focus: Community Service, Personal and Professional Growth, and Fellowship.

MNWT CREED

We, the Women of Today are Service, Growth and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and the hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.

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.

MNWT ENVIRONMENTAL SUSTAINABILITY STATEMENT

The Minnesota Women of Today organization is committed to preserving our environment by minimizing the impact of its activities on the earth. There are four (4) key components to this policy:

1. Minimize waste by evaluating operations and ensuring they are done as efficiently as possible;
2. Actively promote recycling both internally and amongst the local chapters;
3. Use environmentally friendly materials in meetings and business practices, as well as support and encourage local chapters to do the same whenever feasible; and
4. Continuously look for innovative and new ways to reduce our impact on the environment in regard to meetings, events, service projects and conventions.

MNWT BASICS

State Organization

We maintain a strong support system by providing individual chapters and districts 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.

CHAPTER SERVICE CENTER

Our state organization is headquartered at the Chapter Service Center. This is the home office for the Executive Director. This is the only permanent, paid position in the Minnesota Women of Today. The Executive Director serves as a resource for chapters. 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. This includes chapter email needs, membership/dues matters, insurance billing and needs, collection of financial donations and some registrations, oversee all conventions, general office tasks and file storage, and general maintenance of legally required trademarks & registrations for the organization. The Executive Director sits on the Finance, Marketing, Membership Management & Future Directions committees as well as the MNWT Foundation Board of Directors.

Chapter Service Center:

MNWT CSC
PO Box 216
Albany, MN 56307
320-845-2250

CSC Office Hours:

Tuesday & Thursday: 10:00am – 2:00pm

Wednesday: 3:00pm – 7:00pm

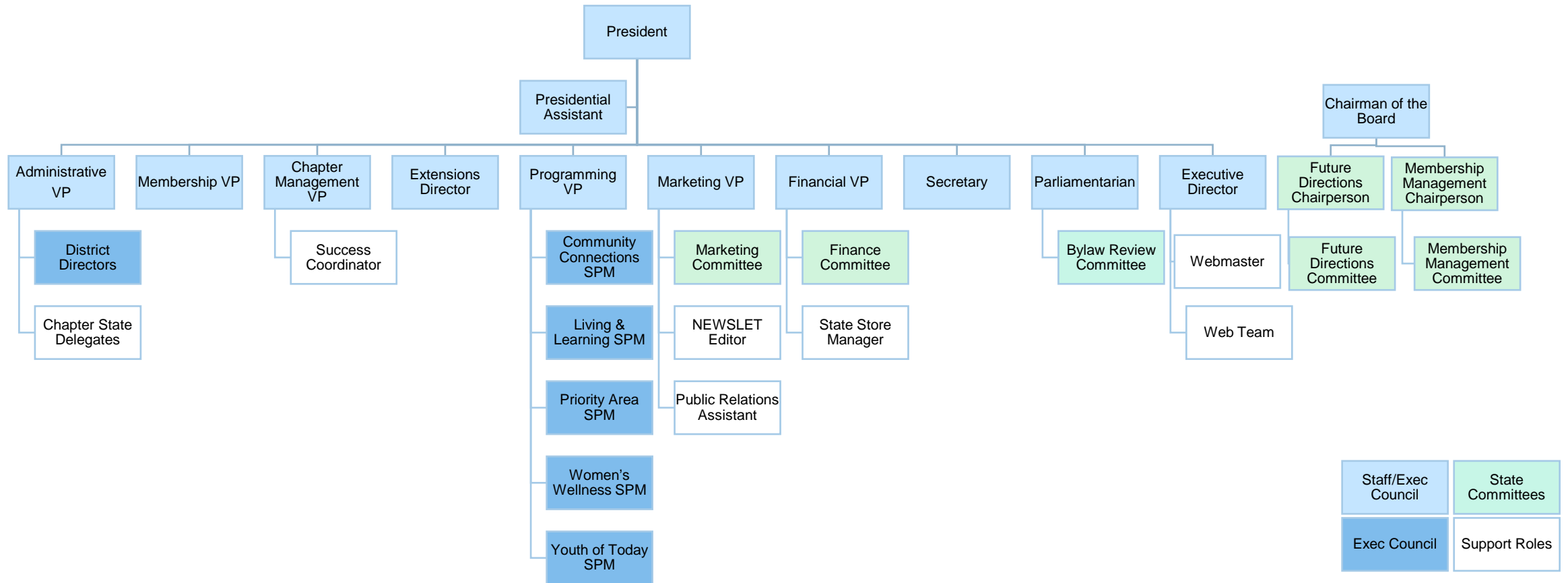
EXECUTIVE COUNCIL

Our state organization is lead by the **Executive Council** who are elected and appointed annually, based on their position. The full Exec Council meets five times each year (Annual Special Exec, Fall State, Mid Year Exec, Winter State, and Annual Convention). Each Exec Council position has qualification requirements for that position. A member may serve on Exec Council for no more than eight years, excluding their year as Chairman of the Board, Presidential Assistant, District Representative/Contact, or if appointed to their position following MNJOTS.

The role of the Executive Council is to:

- Make decisions regarding policies and guide the process for the membership to determine the governing bylaws.
- Set goals for how the organization will continue to meet our members' needs.
- Guide the organization with ideas for projects & events in support of our collective goals.
- Keep track of what has been happening & what is coming up... generate energy, engagement, retention and recruiting.
- Support the ideas of members to engage...offer training and mentorship to build up confidence & experience in other members.
- Support the membership process needed for recruiting & retaining members including internal and external marketing.
- Oversee the financial operations of the organization.

MNWT EXECUTIVE COUNCIL



STATE STAFF

The MNWT State President is elected at Annual Convention in May each year. They select their staff members to serve with them and serve from the day after convention until the next year's election. Members must meet certain requirements to serve on staff. The Executive Director is also a member of the State Staff.

MNWT Staff Position	Responsibility	USWT Counterpart
President president@mnwt.org	Presides at meetings of MNWT and its Executive Council, and supervises activities undertaken by MNWT; an ex-officio member of all committees; and shall visit each district at least once during the term.	President
Administrative VP (AVP) avp@mnwt.org	Supervises the District Directors and is the contact with the chapter State Delegates.	None
Membership VP (MVP) mvp@mnwt.org	Administrator of membership and the state's Growth Plan; Provides support to chapters to grow and retain their membership.	Membership VP
Chapter Management VP (CVMP) cmvp@mnwt.org	Oversees the TLC chapters; promotes good chapter operations; and coordinates officer trainings (LOTS, President/State Delegate Retreat).	Membership VP
Programming VP (PVP) pvp@mnwt.org	Supervises Programming Managers; oversees training at state meetings for programming areas; and offers support to chapters.	Programming VP
Marketing VP (MKVP) mkvp@mnwt.org	Oversees MNWT Marketing activities, supervises PR Assistant and NEWSLET Editor, and chairs the Marketing Committee.	Public Relations Director
Finance VP (FVP) fvp@mnwt.org	Prepares the state budget; chairs the Finance Committee; supervises the Accountant and State Store manager.	Treasurer

STATE STAFF

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MNWT Staff Position	Responsibility	USWT Counterpart
Extensions Director extensions@mnwt.org	Assists chapters with the extensions process and follows through with newly extended chapters.	Extensions
Secretary secretary@mnwt.org	Records and distributes the minutes of all meetings; and compiles Chapter Mailings and the State Plan of Action; coordinates compiling and distribution of CIPS, State meeting Agendas, and staff reports.	Secretary
Parliamentarian parli@mnwt.org	Oversees parliamentary procedure at meetings of MNWT including credentials verification and establishing a quorum; is responsible for review of state bylaws and policies; assists chapters with any support for parliamentary procedure or bylaws and policies.	Parliamentarian
Chairman of the Board (COB) cob@mnwt.org	This position is held by the immediate past state president, and presides over the Statewide Committees, Elections Committee and March Planning. She also serves as Historian for the MNWT and is the liaison between the MNWT and the United States Women of Today. Chair or ONTO and Redistricting committees.	Chairman of the Board
Presidential Assistant (PA) pa@mnwt.org	Assists the State President in any activities deemed necessary and compiles the Executive Council Directory.	PA/None

PROGRAMMING

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.

State Program Managers (SPM) oversee and promote each programming area. They disseminate information regarding their focus area, any Foundations supported in their area and the overall programming area. SPMs work closely with the **local program managers (LPM)** to provide education materials and ideas for engagement in each area. They are also responsible for collecting reported service hours and monies as well as awarding Trimester awards in each area.

Area	Focus	MNWT Promotions
Community Connections cc@mnwt.org	Assists and encourages chapters to become involved in their local communities resulting in “community connections”	Any USWT promotions not covered in another area, Joint ventures with other local organizations, SPM Focus Area
Living & Learning ll@mnwt.org	Promotes participation & provides information for a member’s personal growth; mentally, spiritually, civically and through family.	Personal Enrichment Programs (PEP) and Certifications
Priority Area priority-area@mnwt.org	Provides education along with participation and fundraising opportunities to support the Three-Year Priority Project.	The 2024-2027 Priority Area is REACH, a voluntary, in school program designed to assist our students who may need support academically, socially, and /or emotionally.
Women’s Wellness ww@mnwt.org	Focuses on providing and supporting women’s health education through traditional and holistic medical practices as well as balanced lifestyles.	Domestic Violence Awareness; March of Dimes March for Babies; SPM Focus Area
Youth of Today yt@mnwt.org	Promotes ideas and activities that allow youth to discover and experience the importance of volunteering.	Kids Week; SPM Focus Area

DISTRICTS

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.



District Directors are the primary entity for how members are represented on the MNWT Executive Council. The District Director (DD) is elected by the District chapters each year and serves May-April each year. They are responsible to keep chapters informed about the MNWT policies, programs & objectives and how they benefit their members and to motivate members to engage in the whole organization and to develop as a chapter & MNWT leader.



Minnesota currently has 47 chapters divided in to 2 regions. There are 8 districts made up of 4 – 8 chapters each with the districts divided evenly between the 2 regions..



District meetings are held 3 times a year as scheduled by the individual district in June/July, October/Nov 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.



Conventions or State Meetings are held 3 times a year in September (Fall State), January (Winter State) and May (Annual). Conventions are an opportunity for all members across MNWT to gather together. Each Convention is unique in its focus yet all three offer an Executive Council meeting, State Business meeting, member enrichment and training, celebration with awards, and time to connect and share with other members. Districts may also hold socials at each convention.

REPORTING

There are a few reports each year that we request from chapters. These help the whole organization as well as enable the chapter get needed support. They are categorized as required, high importance, and valuable.

Required Reports

Name	Purpose	When	Who
990 with the IRS	The IRS' primary tool for gathering information about tax-exempt organizations.	Once a year, by October 15th (The 15th day of the 5th month following the end of the organization's taxable year.)	Typically Chapter Treasurer
Annual Registration with MN Secretary of State	Minnesota businesses and organizations must file an annual renewal with the Minnesota Secretary of State to remain active and avoid dissolution.	Once a year, by October 15th.	Typically Chapter Treasurer
Membership Renewals	Needed for current members to continue membership in both MNWT and USWT.	Once a trimester. August 15th, December 15th, April 15th	Typically Chapter MVP or Treasurer

REPORTING

Reports of High Importance

Name	Purpose	When	Who
Chapter Officer Sheet	Update MNWT of your chapters current Chapter Board and their contact preferences	Once a year, by July 1st each MNWT Calendar Year	Typically Chapter President or Secretary
Chapter President Monthly Report	Share chapter membership and programming updates and accomplishment with State Staff. Reach out for support.	Monthly	Chapter President
State Delegate Trimester Report	Share position related updates, travel, and accomplishment with AVP.	August 30th, December 31st, April 30 th	Chapter State Delegate
Trimester Programming Report	This is your chapters official record of service hours, and out going monetary and in-kind donations.	August 30th, December 31st, April 30 th	Typically Chapter PVP or President

Valuable Reports

Name	Purpose	When	Who
Chapter Information Sheet	Update MNWT of your chapters current Meeting Date, time and location, Facebook page, website, and address.	As information changes.	Typically Chapter President or Secretary
Fast Starts	Introduce yourself to your state staff support team. Helps you organize your year.	Once a year, by July 15th.	All Chapter Board Members and LPMs
SUCCESS	Supports your chapter in being well-rounded and sustainable.	Once a trimester: August 30th, December 31st, April 30th	Any one designated member of the chapter.

RECOGNITION AND AWARDS

There are numerous ways members and chapters are recognized by MNWT and USWT. The following items are given based on performance and information submitted in reports.

Membership

- Early Bird Renewals
- 75% Retention or Higher
- One a Month Club
- Growth
- New Member Adds

Programming

- Reporting Recognition

Administrative

- Fast Start Recognition
- Outstanding USWT Contact

RECOGNITION AND AWARDS

Members can nominate projects and fellow members for consideration of the following awards.

President

- Presidential Pin
- Presidential Medallion
- Community Member Recognition – Personalized each year by the USWT & MNWT Presidents

Programming

- Outstanding Programming Manager of the Trimester
- Project of the Trimester

Marketing

- Marketer of the Trimester
- Newsletter of the Trimester
- Founders Day
- Friendship Day
- Shout Out with PR

RECOGNITION AND AWARDS

A few MNWT competitive awards require a minimal fee to participate/nominate.

Winter State Awards - Announced at the MNWT Winter State convention each year, nominations for these awards are due November 1st. The three categories include Outstanding Young Adult, Person with Determination, and Women Who Impact. They are open to nominate both members and non-members.

Community Connection Awards - Announced at the MNWT Annual Convention each year, nominations for these awards are typically due by April 15th each year. The three categories include Civic or Environmental Project, Community Impact, and Joint Ventures.

Impromptu Speaking – This competition is held annually at the Fall State Convention. Members are invited to compete by talking on a previously unknown topic for up to 2 minutes.

Effective Writing – The competition may be held each year prior to the Winter State Convention. Members are invited to submit an original composition on a pre-defined topic. The submissions are judged and winners are recognized at Winter State Convention.

COMMUNICATIONS

There are a few communication methods for MNWT leaders to share information with chapters & members.

Chapter Email – The official method of communication of information from MNWT to chapters is via chapter email. A MNWT email is provided to each chapter, and they are responsible for monitoring and managing this account. Chapters may use the MNWT-provided email, or they may have a different method for communication with their members.

Chapter Information Packets - Produced 3 times a year (early June, Fall State, & Winter State) near the start of each trimester. Each Staff member, SPM and Committee prepare a document that provides information for the trimester. This includes important dates, challenges, and education on the position or the organization for members to use or share with their chapter. This information is typically intended for members holding the corresponding position in a chapter, though anyone is welcome to the information. It can be helpful to learn more about a part of the organization even if you don't formally hold that role (or any role).

Newsletters

- MNWT publishes an official newsletter, **NEWSLET**, 4 times a year and it is emailed directly to members (in trial by MNWT) or mailed to your home. The information in NEWSLET is directed to all members as well as non-members interested in MNWT.
- MNWT also publishes a newsletter, **Chapter Mailing**, 9 times a year combining the months of convention and the following month into one publication. It is available from the State Publication page on mnwt.org. The Chapter Mailing is directed to members and has timely information from State Staff, SPMs, and Committees that are helpful for chapters and members.

SOCIAL MEDIA

Facebook –MNWT uses Facebook to provide a lot of useful information, events and reminders. It is not the sole source for information however. You are encouraged to follow and like and share all of our Facebook accounts.

- “Minnesota Women of Today” – The main external facing FB page has generally interesting information about the organization and upcoming events. It is intended for anyone with an interest in our organization.
- “MNWT pages” – While not private pages, the content on these pages is generally intended for members. Staff members share upcoming events, due date reminders, challenge reminders, information for their area, encourage discussion amongst members, and general inspiration.
 - MNWT Administration - Administrative Team: President, Administrative VP (State Delegates), Secretary, Parliamentarian, Executive Director, Marketing VP, COB, and Presidential Assistant.
 - MNWT Membership - Membership VP, Chapter Membership VP, Extensions Director, Success Coordinator and MMC Chair.
 - MNWT Programming - Programming VP and all State Program Managers.
 - MNWT Finance - Financial VP, State Store, and Finance Committee.
 - MNWT Foundation – Campaigns and offerings from the Foundation are promoted on this page.
 - MNWT Keywomen – Provides information on latest KW honorees, upcoming service events, nomination reminders, and generally interesting information.
 - MNWT District # - District specific pages with information maintained by the DD or others in the district.

SOCIAL MEDIA

Website – Our website is mnwt.org. Here you can find the latest state newsletter (NEWSLET), current CIPS, MNWT forms and documents, a calendar of events, upcoming registrations for events, and important announcements. Most any part of MNWT can be found on the website.

Additional communications happen through other social media methods.

- YouTube – (@MNWomenofToday) The MNWT YouTube channel carries the recordings for trimester webinars, Outstanding Winter Awards presentations, Membership videos, and limited training videos.
- Pinterest – (MNWomenofToday) The Minnesota Women of Today Pinterest account has a number of boards with pins for various chapter needs such as Fundraising, Living & Learning, Service Projects, Incentives & Thank Yous, etc.

OTHER RESOURCES

There are a number of other resources available to chapters and members for support.

SUCCESS – A planning tool for chapters to help be intentional about projects, membership and chapter operations. Chapters can use this as a guideline to support planning and operations for a well-rounded chapter. Results can be submitted at end of each trimester for recognition at Convention.

Leadership Toolbox - Found on the MNWT website, this series offers support for chapter member and leaders within Women of Today. Members can access these tools for support with succession planning, positivity, handling conflicts, communication support, reporting and more.

Local New Member Orientation – Found on the MNWT website, this orientation can be downloaded and updated to reflect specific chapter functions. To be used to orientate new chapter members within the first 60 days on local chapter operations. Can also be used as a refresher orientation for all members once a year.

District and State Orientation - Found on the MNWT website (Starting in December), this orientation can be downloaded and updated to reflect specific districts functions. To be used to orientate all district members on the MNWT structure and operations.

Mini Orientations – Found on the MNWT website (Starting in December), these short 10-minute orientations are available for chapters to introduce different aspects of Women of Today. Offerings include USWT, Parli Basics, Outstanding Awards, Programming Areas, and more.

Position Specific Support – Each area within MNWT has position specific support from membership social ideas to ways and means fundraising and service project support. On the MNWT website you can find press release examples, by law and policy examples, abbreviation and definition lists and much more. Contact your state support staff for more information on what is available for you.

GETTING ENGAGED... BEYOND YOUR CHAPTER

Whatever your level of involvement, we are glad to have you! Every member is important to MNWT. You are not expected to participate in or contribute to everything.

- Ask questions. We want to ensure you feel welcome.
- Get involved – attend a district meeting or district social and make connections with the other members near you.
- Travel the state by attending a MNWT convention or three. Each convention serves a different purpose and offers a variety of training and social opportunities.
- Learn where MNWT change happens, attend a Statewide Committee of Finance meeting. Bring up new ideas and share your input on current projects.
- Participate in Executive Council members' challenges found in their CIPs.
- Join in the many MNWT in person/live trainings.
 - Represent your chapter at the President/State Delegate retreat.
 - Attend the regional meeting to meet the Presidential Candidate and participate in a membership training.
 - LOTS is available to support all local board and programming managers at the beginning of your year.
 - Trimester Statewide Orientation zooms held by the MNWT Membership team.
 - MNWT Webinars are held on 4th Wednesday of June, October, and February.

“

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

Helen Keller

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