

**GUELPH WOMEN IN NETWORKING**  
**BY-LAW #1:**  
**EXECUTIVE COMMITTEE POSITIONS**

1 The Executive Committee members of the organization should consist of the members in the following capacities,

- 1.1 President: The President is responsible for:
  - 1.1.1 Supervising the organization, and its activities.
  - 1.1.2 Working with the Vice-President in considering and reviewing the long-term vision for GWIN, and developing concepts and ideas to present to the Executive Committee for consideration, approval, and development.
  - 1.1.3 Working with the Executive Committee, the President considers and reviews changes, as needed, to the Constitution and By-Laws to present to the membership for consideration and approval. Brings to the Executive Committee meetings a copy of the Constitution and By-Laws.
  - 1.1.4 The President will act as a signing officer of the organization along with the Vice President and Treasurer, and all cheques will be co-signed by two of the three signing officers.
  - 1.1.5 Represents and speaks for GWIN to other organizations, the public, and media or liaises with the individual assigned such a task.
  - 1.1.6 Preparing a detailed agenda that includes unfinished business, business pending and committee reports.
  - 1.1.7 Serves as chairperson of the Executive Committee, ensures that the scope, goals and theme of GWIN are upheld throughout all activities.
  - 1.1.8 Presides at business meetings of the general membership, and appoints committees when necessary.
  - 1.1.9 Ensures that the GWIN Constitution is provided to each Executive Committee member upon their election to their position.
  - 1.1.10 Other duties as assigned.
  
- 1.2 Vice President: The Vice President is responsible for:
  - 1.2.1 Assumes the duties of the President in her absence or incapacity. Is considered President-elect, and during her term will develop the skills and abilities required to become the next President. When acting for the President, the Vice President has all the same powers, responsibilities, and privileges of the President.
  - 1.2.2 Working with the President, she must consider and review the long term vision for GWIN and develop concepts and ideas to present to the Executive Committee for consideration, approval and development.
  - 1.2.3 Must, during her term in office, acquire a working knowledge of all

Executive Committee offices and their responsibilities by active involvement wherever possible.

- 1.2.4 The Vice President shall act as one of three signing officers of the organization, and all cheques will be co-signed by two of the three signing officers.
- 1.2.5 Administer the GWIN Scholarship Program, pursuant to By-Law #2.
- 1.2.6 Other duties as assigned

1.3 Secretary: The Secretary is responsible for:

- 1.3.1 Chief recording and corresponding officer of the organization. Shall preserve records, reports, and official documents of GWIN except those specifically assigned to the custody of others. Detailed records of such exceptions shall be kept.
- 1.3.2 Carry on the official correspondence of GWIN as directed, except any assigned to other offices.
- 1.3.3 Take careful notes of Executive Committee meetings, the annual general meeting, and Members Meetings, including records of attendance, and record such notes as the official minutes of GWIN.
- 1.3.4 Circulate minutes for correction and approval to all Executive Committee members, search the minutes for pending or approved motions of discussions as requested by the Executive Committee member, and bring to each meeting the minutes book and a listing of standing and special committees and the members thereof.
- 1.3.5 Monitoring and Maintaining the voicemail of GWIN phone message center; and forwarding messages to appropriate member or Executive Committee member. This includes changing the voicemail message to advise members of upcoming events, or meeting cancellations.
- 1.3.6 Pick-up and Deliver GWIN mail, unless otherwise assigned
- 1.3.7 Other duties as assigned.

1.4 Treasurer: The Treasurer is responsible for:

- 1.4.1 Handling of all funds of GWIN and for keeping accurate financial records, including Accounts Receivable and Accounts Payable.
- 1.4.2 Acting as one of three signing officers for the organization, and all cheques will be co-signed by two of the three-signing officers.
- 1.4.3 Be the contact with the banking institution used by the organization, and investigate and advise the Executive Committee as to accounts and investments that would best serve the organization.
- 1.4.4 Maintaining the minimum number of fund accounts, being two, one as the General Fund, the second as the Scholarship Fund. The Treasurer shall maintain separate records for the Scholarship Program Fund, and ensure interest due and earned is credited to that fund.

- 1.4.5 Collect and dispense funds only as directed by established GWIN policies or as directed at an official meeting.
  - 1.4.6 Prepare and present an interim Treasurer's Report to the Executive Committee at the monthly meeting, and shall report any inconsistencies to budget, or limits reached.
  - 1.4.7 Have necessary information available at all meetings to verbally update the treasury status when requested to do so.
  - 1.4.8 Ensure a float is prepared as needed and collected afterwards, with incoming cash and related information.
  - 1.4.9 Receive fees and distribute prepared receipts at the registration desk for members' meetings. Work closely with the Membership Coordinator at the registration desk at monthly membership meetings.
  - 1.4.10 Invoicing members who have registered for the dinner and not attended.
  - 1.4.11 Other duties as assigned.
- 1.5 Membership Coordinator: The Membership Coordinator is responsible for:
- 1.5.1 Maintaining up-to-date, accurate records of all membership application information, and attendance records, and liaise with and supply information to Executive Committee Members as requested.
  - 1.5.2 Maintaining and updating online membership directory;
  - 1.5.3 Acquire new members' name tags, to be presented at a subsequent meeting.
  - 1.5.4 Will supply electronic mailing labels to any other Executive Committee member or committee for GWIN use.
  - 1.5.5 Establish and use a meeting box inventory checklist, to ensure the refill and orderliness of the contents of the meeting box. Contents shall include guest sign in sheets, members' name tags, guests' name tags, membership information and application forms, markers, pens, and any other items regularly needed at members' meetings. This box shall be brought to every members' meeting.
  - 1.5.6 Draw up a Preregistration List to be used by herself and the Treasurer at the registration desk at the monthly members' meetings.
  - 1.5.7 At the monthly members' meetings, note those attending from the Preregistration List. Distribute and collect membership application forms and change of information forms as needed.
  - 1.5.8 Other duties as assigned.
- 1.6 Hospitality Coordinator: The Hospitality Coordinator is responsible for:
- 1.6.1 Assisting the Membership Coordinator, as required.
  - 1.6.2 Review and negotiate the contract or term agreements for locations and any arrangements necessary for both Executive Committee and members' meetings, in conjunction with a signing officer.

- 1.6.3 Shall be the primary contact for GWIN with the catering facility, for both food and non-food arrangements.
- 1.6.4 Maintain an ongoing rapport and discussion with the catering facility to address and resolve problems.
- 1.6.5 Working with the Executive Committee, shall establish themes for food, beverages, decoration, flowers, setup, colours, service, methods and technical needs and co-ordinate them with the catering facility.
- 1.6.6 Arrange the menu compatible with GWIN's established policies and ensure special dietary needs are met within reason.
- 1.6.7 Check for any messages on the GWIN message system on the Sunday prior to each monthly meeting for cancellation notice of member/guest reservations and forward any other messages on to the appropriate person.
- 1.6.8 Other duties as assigned.

1.7 Upcoming Program Coordinator: The Upcoming Program Coordinator is responsible for:

- 1.7.1 Planning and implementing all programs for members' meetings according to the scope, goals and theme of GWIN for the following GWIN year;
- 1.7.2 Prepare a detailed program agenda for Executive Committee approval at least six months in advance, and develop a contingency program plan for use in the event of emergencies or cancellations.
- 1.7.3 Ensure that all phases of program planning, including negotiation, confirmation, hosting, appreciations by letter, and any other related tasks are handled, and are within any established policies and budget.
- 1.7.4 Other duties as assigned.

1.8 Current Program Coordinator: The Current Program Coordinator is responsible for:

- 1.8.1 Implementing the current GWIN year's Program;
- 1.8.2 Will pass on any technical or dietary needs of the speaker(s) to the Hospitality Coordinator well in advance of the members' monthly meeting;
- 1.8.3 Shall meet, host, introduce, and thank all guest speakers, or delegate as required.
- 1.8.4 Assisting the Upcoming Program Coordinator in all aspects of the position;
- 1.8.5 Creating and ensuring the business bio presentation log is available at each meeting at the GWIN trade board for member sign-up; and
- 1.8.6 Other duties as assigned.

1.9 Public Relations Coordinator: The Public Relations Coordinator is responsible

for:

- 1.9.1 Developing and maintaining a public relations strategy each year, for approval by the Executive Committee, that includes tradeshow, events and activities that GWIN may participate in throughout the year to raise public awareness.
  - 1.9.2 Establishing and maintaining event contacts.
  - 1.9.3 Developing a log and database of event participation & contact names to pass on from year to year.
  - 1.9.4 Ensuring that a continual public profile of GWIN is maintained according to the scope, goals, theme and policies as determined from time to time.
  - 1.9.5 Coordinating all set-up details for each event coordinated under section 1.9.1, including soliciting volunteers from membership to participate.
  - 1.9.6 Liaising with and promoting activities for other committees, as required and requested; and
  - 1.9.7 Other duties as assigned.
- 1.10 Public Relations Assistant: The Public Relations Assistant is responsible for:
- 1.10.1 Assisting the Public Relations Coordinator in all aspects of the position.
  - 1.10.2 Maintaining the GWIN trade board and all promotional pieces.
  - 1.10.3 Ensuring that the GWIN trade board is present and set-up at all functions including the monthly meetings.
  - 1.10.4 Other duties as assigned.
- 1.11 Communications Coordinator: The Communications Coordinator is responsible for:
- 1.11.1 Gathering information on events put on by GWIN members or events in the community that might be of interest to GWIN members, and posting these items on the website;
  - 1.11.2 Seeking out news items about GWIN members and their companies and posting these items on the website;
  - 1.11.3 Updating Content on the website, including maintaining the Events and News portions of the website;
  - 1.11.4 Maintaining website documentation;
  - 1.11.5 To be the primary liaison with the website provider on all website content changes as they happen throughout the year.
  - 1.11.6 Proofing, editing, authorizing and maintaining all details of the GWIN website as required and requested by the website provider.
  - 1.11.7 Other duties as assigned.
- 1.12 Special Events Coordinator: The Special Events Coordinator is responsible for:
- 1.12.1 Plan, carry out, and coordinate seminars, workshops and satellite programs as required;

- 1.12.2 Organize and implement any additional program features besides regular dinners and speaker events;
  - 1.12.3 To coordinate with the Current Program Coordinator, as required;
  - 1.12.4 Create, prepare and manage the year-end fundraising event and any that may happen throughout the year; and create the necessary committees from the membership to support these efforts;
  - 1.12.5 Other duties as assigned.
- 1.13 Newsletter Editor: The Newsletter Editor is responsible for:
- 1.13.1 Establishing goals of the newsletter's content, format, and frequency of publication.
  - 1.13.2 Create, publish and distribute a monthly newsletter.
  - 1.13.3 Sell and collect prepaid advertising for the newsletter and website.
  - 1.13.4 Involve members of GWIN in contributing to, publishing, and organizing the newsletter.
  - 1.13.5 Provide the Executive Committee with a yearly contract reflecting any cost increase in graphic and production services provided.
  - 1.13.6 Prepare, develop and publish, to members only, a list of members and related information in the form of a Membership Directory.
- 1.14 Past President: The Past President is responsible for:
- 1.14.1 Coordinating the transition between outgoing and incoming Executive Committee, and shall maintain and ensure continuity and communication during the transition.
  - 1.14.2 Letters of resolution to be drafted informing necessary parties of change in name of newly elected President for that year (ie: Telus).
  - 1.14.3 Acting as a resource to the Executive Committee as required during their term for office.

## AMENDMENTS

- 2 An amendment of this By-Law may be effected in accordance with the following:
  - 2.1 If the amendment affects the duties of an existing position or positions, and the member holding such position or positions consents to the amendment, then an amendment may be made by a majority vote of the Executive Committee.
  - 2.2 If the amendment affects the duties of an existing position or positions, and the member holding such position or positions does not consent to the amendment, then an amendment may be made by a two-third majority vote of the Executive Committee.
  - 2.3 If the amendment involves the addition of a new position, or deletion of an existing position, such amendment may be made by a two-third majority vote of the Executive Committee.