

First Vice President Quick Start Guide & Pointers

Important Dates/Deadlines

Monthly	Attend each Network Event and Governing Board Meeting
Quarterly	Hold New Member Orientations
July/August	Network President Elect attends Network 360 in Chicago
August 15	Annual Network Elections completed
October 1	Deadline to submit Network Certification Report to National
October 30	Annual Network Business Planning completed
November 1	Deadline to report newly elected officers to National via Local Network Reporting Form.
December 31	Network Installation of New Governing Board to have been completed
March 31	National deadline to renew members for current year.
April 15	Deadline for State and National Taxes

First Vice President Duties:

- Takes the minutes of each Governing Board Meeting. When writing the minutes, record what was done, not what was said (e.g., “After discussion, the motion was approved.”)
- Takes Meeting Minutes at the Network’s Annual Election Meeting
- Promptly emails Meeting Minutes to the Governing Board after each meeting
- Stores all approved minutes in a shared online storage (Dropbox, Google Docs, etc.)
- Responsible for this general information in the minutes:
 - ❑ Name of Network or Project Team that is meeting (in caps), whether regular or special meeting.
 - ❑ Date, hour and place of meeting.
 - ❑ Name of presiding Officer or Project Team Chairperson
 - ❑ Roll call, plus statement of number of members present to constitute a quorum (provided it does).
 - ❑ Approval of minutes of last meeting “as emailed” or “as posted” (shared online storage). The National Women’s Council no longer recommends reading the minutes aloud; this is not a good use of the members’ time. Approval is by majority vote.
 - ❑ Treasurer’s report should be accepted and placed in shared online storage.
 - ❑ Reports.
 - ❑ Unfinished business.
 - ❑ New business.
 - ❑ Election, if any.
 - ❑ Next meeting: time and place.
 - ❑ Adjournment and time.

- Is the keeper of the records: Network Charter, Standing Rules, Bylaws, Business Plan, Budget, Treasurer Reports Liability Insurance, Approved Meeting Minutes, Tax Exempt docs, IRS/ FTB filings, Project Team minutes, etc.
- Liaison with Project Teams to make sure meeting minutes are taken and presented to Governing Board
- Responsible for notifying the National Women’s Council office of the names and addresses of newly elected Network Officers of the Network as soon as elected, but no later than November 1. Failure to timely report officers is grounds for disbanding the Network.
- Notifies board members, as requested, of upcoming meetings, events, etc.
- Assist the President in determining the quorum for the meeting and maintain a roll call record.
- Act as corresponding secretary, reading communications at meetings and writing correspondence, etc.
- Advocate for Women’s Council positions.
- Review and become familiar with Bylaws and Standing Rules.
- Follows Robert’s Rules of Order
- Attends all State Conferences as Network’s budget allows
- Other duties as requested by the Network President.

First Vice President Pointers:

- Precise and authentic minutes
 - Governing Board
 - Election meetings
- Record what was DONE and not what was said.
 - No essay or newspaper article styles
 - Simple, no fluff
 - Comprehensive, brief and accurate
- Type minutes ASAP
 - Email to Governing Boards and once approved post to shared online storage
 - No changing of minutes once approved.
- Maintain a permanent Network Minutes Book
- Handling of MOTIONS
 - Motions should be made in writing
 - Record as adopted
 - Name of maker only; no seconds
 - Report action or disposition of every motion
 - Maintain separate list of motions that involve funds in addition to the minutes

RESOURCES:

<i>Women’s Council California website</i>	www.wcrca.org
<i>Women’s Council National website</i>	www.wcr.org
<i>Women’s Council National, Facebook</i>	www.facebook.com/wcrfans
<i>Women’s Council California, Facebook</i>	www.facebook.com/wcrca
<i>Roadmap for Network Leadership, Council Corner and State Newsletter</i>	<i>Electronic communications from National and State</i>
<i>Network Bylaws and Standing Rules</i>	<i>In Network’s online storage and on Network Microsite</i>