Chapter Leadership Training
Agenda

- Fiscal vs. Anniversary Dues Renewals
- Board Roles
- Chapter Meeting Requirements
- Chapter Operation / Efficiency
- Conflict Management
- Nominating Committee
- Social Media Policy
- Branding
- National Committee Awards
- Filing last year’s 990
- Round Table Discussions
- Resources
Fiscal vs. Anniversary

- Any new member who joins Nov. 1, 2021 and after will be on an anniversary renewal date.
- Members who joined prior to Nov. 1, 2021 will still have a renewal date of Sept. 30th each year.
- 30-day renewal grace period.
Board Roles: Officers

- President
- Vice-President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- President-Elect
- Immediate Past President
Board Roles: Directors

• Exercise general supervision and control over the business
• Designate a depository for all Chapter funds and designate the third Officer authorized to countersign checks for withdrawal of funds from such depositories.
• Authorize payment of any indebtedness incurred on approved budget items.
• Adopt the annual budget of the Chapter.
Board Roles: Directors Cont.

- Fill by ballot any vacancies occurring on the Board of Directors with the exception of the President and President-Elect. A vacancy in the office of Immediate Past President is not filled.
- Be authorized to create special committees.
- Shall present recommendations for action at regular Chapter meetings.
- Transact all other business of the Chapter not otherwise provided for.
Chapter Meeting Requirements

• Chapter Board Meetings, 6 per year
  – This is where the majority of the chapter business should take place

• General Membership Meeting, 10 per year
  – Only 4 of the 10 meetings need to conduct business

• Virtual Meetings
  – Voting can still occur \textbf{EXCEPT} for Chapter elections.
Chapter Operation/Efficiency

- Cohesion
- Minutes
- Committees/Chairs
- Communication
- Team Effort
Conflict Management

• Helpful Tips:
  – Don’t interrupt others when they are speaking
  – Acknowledge valid points
  – Don’t dismiss any relevant & reasonable ideas
  – Build upon each other’s ideas
  – No personal attacks
  – Encourage effective dialogue before decision-making
  – Every member shares responsibility to pause when discussion gets heated
Nominating Committee

• Elected by the end of March each year
• Not less than three (3) voting members – two (2) from membership and one (1) from the board.
  – President and President-Elect can not serve
• The Committee shall elect its own chair
• Submit nominees for each office and director position by the end of May
  – Elections take place by the end of June
Social Media Policy

- Ops Manual – Section A – A-17 and A-18
- You are legally liable for anything you post
- Don't defame, discriminate, harass, & beware of copyright
- NAWIC has the right to monitor comments or discussions
- Use common sense in posting & respect your audience
- Don't post proprietary and/or non-public information
- Proper NAWIC logo usage
Branding

• Logo Do’s and Don’ts
• Chapter Logos Template
• Banner
• Facebook
• Business Card
• Marketing Tools
National Committee Awards

• Each committee has its own award(s)
• Regional awards
• National awards
  – Membership
  – Emerging Professionals
  – OSHA Alliance
  – WIC Week
     - PD&E
     - Marketing
     - Safety & Health
     - DE&I
Filing 990

- IRS requires each Chapter and Region to file a 990
- E-postcard is filed if gross receipts are normally $50,000 or less
- If in existence for 3 years or less and averaged $60,000 or less during each of 2 first tax years
- If at least 3 years old and averaged $50,000 in gross receipts for the immediate preceding 3 tax years
Filing 990 Cont.

  - Register, if you don’t already have an account
  - After logged in, choose which type of 990 to file
Filing 990 Cont.

Electronically file your Form 990-N (e-Postcard)

**e-Postcard Profile**

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a “Preparer” or “Exempt Organization”
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

**Manage Form 990-N Submissions**

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.
Filing 990 Cont.

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending
December 31, 2021

Has your organization terminated or gone out of business?
No

Are your gross receipts normally $55,000 or less?
No

Organization's legal name - Line 1
NATIONAL ASSOCIATION OF WOMEN IN

Organization's legal name - Line 2
CONSTRUCTION

Employer Identification Number (EIN)

PREVIOUS CANCEL FILING CONTINUE
Round Table Discussions
Resources

- Region Directors
- National Board
- Crissy Ingram, NAWIC’s Executive Director
- National Committee Chairs
- Past National Presidents/Past Region Directors
- National Website ~ new website will be active soon
- Handouts E-mailed