Region Director Onboarding Webinar Series

Session: 2  Date: December 11, 2019
Title: Region Director Candidacy: So You Want to be a NAWIC Leader
Speaker: Anne Pfleger, CIT, NAWIC President-Elect

This presentation has been prepared for the National Association of Women in Construction and will be recorded and utilized for training purposes. It will be posted on the National website - Member Center – Education - Webinars.

By remaining on this conference call you are giving consent to recording this session.

*This series is open to any NAWIC member.
Region Director Candidacy:
So You Want To Be a NAWIC Leader
Purpose/Objective:

The Purpose of having board members is to provide direct links between the members and the association to provide **continuity**.

Having member representatives guide and monitor the association is the way to keep the association **accountable** to the members, within the context of its mission and vision.

Board members have to acknowledge their **obligation** to monitor and guide the association in the direction of the member’s best interest.
Fiduciary/Legal Responsibilities:

... when doing “the work of the board”

- Duty of Care
- Duty of Loyalty
- Duty of Obedience
Code of Ethics:

• Endeavor at all times to place the interest of NAWIC above my own.
• Be diligent in the performance of my duties, come prepared to all board meetings, and fulfill my obligations as a board member.
• Not seek or accept any personal financial gain from my membership on the board of NAWIC.
• Understand that any financial loan or financial gift from the association is prohibited.
• Seek to continually improve my knowledge of NAWIC and the nonprofit sector.
• Strive to establish and maintain dignified and honorable relationships with my fellow board members, the NAWIC staff, clients and sponsors.
• Obey all laws and regulations and will avoid any conduct or activity that would cause harm to NAWIC.
National Specific Responsibilities/Duties:

- Set strategy and direction for the Association.
- Remain a member in good standing by renewing membership prior to the deadline date of October 1st each year of your term.
- Liaison between the Board and the members.
- Reports/Articles: Provide written reports and/or articles for Board Meetings, Connection newsletter and/or NAWIC Today as requested by President.
- Ensure oversight: Budget, Finances, Risk Management
- Operations Manual: Review and become familiar with the sections of the Operations Manual especially Sections A and C.
Section 2 - The NAWIC Board of Directors shall:

A. Be the governing body of NAWIC.
B. Allocate and approve resources through the budget approval process.
C. Set annual dues, reinstatement fees and the method of collection.
D. Report to the Annual Conference actions taken.
E. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which Chapters and/or members may appeal.
F. Annually review and evaluate the progress and status of the Strategic Plan.
G. Take all such other and further actions as may be necessary for the proper functioning of the Association, which are consistent with these Bylaws.
H. Promote the Association.
Operations Manual Section A
Article X – Region Directors

Section 2 - Duties of Directors:
A. Attend the Annual Conference and meetings of the Board of Directors.
B. Act as liaison between the members in her Region and the Association.
C. Preside at all Regional meetings.
D. Take such other and further action as may be assigned to her by the NAWIC Board of Directors to further the goals of the Association within her Region.
Region Duties / Responsibilities:

• Communications: Send information to chapter members in your Region as needed.
• Region Events:
  o Provide oversight of region event.
  o Preside over region events.
• Chapters:
  o Handle periodic requests/concerns from chapters
  o Visit chapters during your 2-year term
  o Attend new Chapter chartering(s) within your Region
Time/Travel Commitment:

• Term of Office: 2-year term
• National:
  o Board Meetings (Required Attendance):
    ➢ 3 Board Meetings per year
    ❑ Annual Conference: Usually in August; up to 5 days
    ❑ Mid-Year: Jan-March timeframe; approx. 3-4 days
2020-2021 Board Meetings:
Pre-Conference, Annual Conference and Post-Conference Meetings:

- **2020:** The Westin Galleria Houston, TX
  - 08/12/2020 – 08/15/2020
  - Arrive on 08/11/2020
  - Depart 08/15/2020 after 5PM local time or anytime on 08/16/2020

- **2021:** Embassy Suites Charlotte Concord Golf Resort & Spa Charlotte, NC
  - 08/11/2021 – 08/14/2021
  - Arrive on 08/10/2021
  - Depart 08/14/2021 after 5PM local time or anytime on 08/15/2021
Mid-Year Board Meeting:

• 2021: Embassy Suites Charlotte Concord Golf Resort & Spa
  Charlotte, NC
  Region Directors: 02/19/2021 – 02/20/2021
  Arrive on 02/18/2021
  Depart 02/20/2021 after 5PM local time or anytime on
  02/21/2021
Time/Travel Commitment Continued:

- National:
  - Orientation (Required Attendance):
    - Usually in late June or July; approx. 4-5 days
    - 2020: Live! By Loews Arlington, TX
      - Region Directors: 06/25/2020 – 06/27/2020
      - Arrive at hotel on 06/24/2020 before 4PM local time
      - Depart 06/27/2020 after 5PM local time or anytime on 06/28/2020
Time/Travel Commitment Continued:

• National:
  o Board Conference Calls
    ➢ Bi-monthly one-hour (approximately) conference call on a scheduled TBD date and time for the year.
    ➢ Additional calls may be scheduled if needed.
    ➢ Calls may take place during working hours.
Time/Travel Commitment Continued:

- Regional:
  - Fall Conference (Optional): Oct.-Nov.; usually 1-2 days
  - Forum: Apr.-May; usually 2-3 days
    - Occasionally it’s scheduled end of Mar.
    - Never scheduled on Easter or Mother’s Day weekends
Employer Buy-In:

National Association of Women in Construction

Leaders
Careers
Success
Confidence
Networks
Opportunities

Enhance your success as a woman in construction.
www.nawic.org

Region Director Candidacy: So You Want to be a NAWIC Leader
©National Association of Women in Construction • www.nawic.org
Region Director Candidacy: So You Want to be a NAWIC Leader
©National Association of Women in Construction • www.nawic.org
Interested in Running for Region Director?

10/24/2019

Are you or someone in your chapter interested in running for a seat on the National Board of Directors? Applications to run for Officer or Director for the 2020-2021 year are due to Crissy Ingram at crissyi@nawic.org by February 1, 2020.

Candidate Application:
Believe you can and you’re halfway there.

~Theodore Roosevelt
Region Director Candidacy: So You Want to be a NAWIC Leader
©National Association of Women in Construction • www.nawic.org

N.U.G.G.E.T.

NAWIC'S Unique Groove for Gaining Extra Tidbits

NAWIC FOUNDERS SCHOLARSHIP FOUNDATION
Expanding The Construction Industry One Student At A Time

Expanding The Construction Industry One Student At A Time

Region Director Candidacy: So You Want to be a NAWIC Leader
©National Association of Women in Construction • www.nawic.org
Session: 3  Date: January 8, 2020 7PM ET/6PM CT/5PM MT/4PM PT
Title: Improving Communication in Your NAWIC Region
Speakers: Kristey Stewart, Immediate Past South Atlantic Region Director
          Emily Herndon, Past South Atlantic Region Communications Chair
Synopsis: Poor communication can slow down our member engagement in a second; eating up time and resources, resulting in burnout. Kristey and Emily will help you enhance collaboration across your Region, by offering simple, proven methods for improving communication. The outcome: members will work together in a way that promotes the overall success of the organization and the industry. Why Attend? ~ Learn actionable, practical tips for improving how you communicate to your members, committees & chapter leaders; Strengthen a critical characteristic to your professional success: COMMUNICATION; Bring your questions to pose to a proven communications expert-Emily Herndon; Stay hungry - get better.

N.U.G.G.E.T.*: Audit Capacity

*This series is open to any NAWIC member.
## Region Director Onboarding Webinar Series

<table>
<thead>
<tr>
<th>Topic:</th>
<th>Synopsis:</th>
<th>N.U.G.G.E.T.***:</th>
<th>Date:</th>
<th>Presenter(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Conference Planning</td>
<td>Roles / responsibilities, hotel selection, budget, sponsors</td>
<td>Audit Capacity</td>
<td>Wed. Jan. 22nd</td>
<td>Anne Pfleger / Karen Hager</td>
</tr>
<tr>
<td>Social Media: Leveraging for your Role</td>
<td>Tips, tricks, etiquette, ownership</td>
<td>Social Media Policy</td>
<td>Wed. Feb. 5th</td>
<td>Jenn Sproul / Jodi Wiemerslage</td>
</tr>
<tr>
<td>Difficult Conversations</td>
<td>Navigating; Handling; Defusing; Resolving</td>
<td>Board Insurance Coverage</td>
<td>Wed. Feb. 19th</td>
<td>Angela Highland</td>
</tr>
<tr>
<td>Crime and Fraud Protection</td>
<td>Helping chapters to prevent or navigate criminal and fraudulent acts</td>
<td>Change in Chapter Leadership</td>
<td>Wed. Mar. 4th</td>
<td>Allison Hill / Sharon Scharf</td>
</tr>
<tr>
<td>National Elections</td>
<td>Process, results protocol</td>
<td>Fundraising guidelines</td>
<td>Wed. Mar. 18th</td>
<td>Dove Sifers-Putman / Deb Lesar / Kristey Stewart</td>
</tr>
<tr>
<td>National Strategic Plan: For Our Success</td>
<td>Review; Stage in the Process; What is my role</td>
<td>Doodle</td>
<td>Wed. Mar. 25th</td>
<td>Ruth Fritts / Vickie Nickel</td>
</tr>
</tbody>
</table>

NAWIC'S Unique Groove for Gaining Extra Tidbits
Page 3: Acknowledging it on your candidate application and when you are installed at each Annual Conference. Members also acknowledge their part at the Annual Conference installation.

Page 4: **DUTY OF CARE:**
The Duty of Care describes the level of competence that is expected of a board member and is commonly expressed as the “duty of care that an ordinary prudent person would exercise in a like position and under similar circumstances”. This means that a board member owes the duty to exercise reasonable care when she decides as a steward of the association.

**DUTY OF LOYALTY:**
The Duty of Loyalty requires board members to exercise their powers in the interest of the entire association, not in their own interest or that of another entity, region, or person. Their good faith should never be in question.

**DUTY OF OBEDIENCE:**
This duty requires board members to be faithful to the association’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the association.

Board members should be able to face the members and say, “We are serving on your behalf. We are performing our duties faithfully, conscientiously and to the best of our abilities.”

Page 5: There are no professionals in the board room because board service is not a profession. We are all amateurs trying to do our little bit, learning as we go.

But as a Board member, you represent NAWIC in everything you do. Behaving in a professional manner at all events, as well as in correspondence, demands the utmost attention to tone and manner. Social media is now an integral part of our professional and personal lives and social media posts cannot have any negative or derogatory remarks about NAWIC or its members. As a Board member, your personal posts will be a representation of NAWIC.

Page 6: As a member of the National Association of Women in Construction (NAWIC), when acting in my capacity as a member of the board/staff and where NAWIC matters are concerned, I will:
Notes

Page 7: In the regular course of business, a Director should not disclose information until it becomes known to the public, or available in the public record. All matters are treated as confidential until there has been public disclosure, or unless the information is a matter of public record or common knowledge. When in doubt, the presumption of confidentiality should rule, until the designated NAWIC spokesperson releases the information. Maintaining confidentiality is one of the fiduciary responsibilities that every board member has.

Page 9: The NAWIC Board of Directors composed of the President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past President and currently 8 Region Directors shall:

Page 11: Communications: This can be done a multitude of ways via social media, e-mail etc. It is the Director's responsibility to make sure everyone is getting the information so one of these ways may not cover everyone. Plan to attend the Jan. 8th and Feb. 5th on communications and social media respectively. Region events are any events that encompasses the whole Region such as Fall Conference which is now optional and Spring Forum. Visiting chapters: When planning visits it’s common practice for the chapter to help with your travel expenses but sometimes the chapter may not have the funds. Don't let that deter you, some regions in their Region funds have funds for travel expense reimbursements. Check your Region’s guideline for details. Also typically there are funds in the National budget for each Region Director. Remember to find out what the expense reimbursement requirements are prior to going.

New Chapter chartering: A charter within your region should be attended by the NAWIC Region Director. However, prior approval from NAWIC National President is necessary to be reimbursed for expenses incurred.

Page 12: NAWIC Region Directors are elected for a 2-year term which starts at the end of the NAWIC Annual Conference. The Board has three board meetings per year. Two of them are held at the Annual Conference.
Page 13: Dates and locations are subject to change.

Page 18: It’s important that your employer is supportive of you being on a National Board.
You want to campaign for a Board position with a National Association. Your name will be on a National ballot. Your campaigning profile list your occupation and company you work for.
Travel commitments for each of the 2-years. While dates for your 2nd year as Director aren’t locked in, you can give them a window time frame. You will also want to make sure to include the dates of your Region’s Fall Conference and Forum that you will be presiding over.
Tell them how NAWIC has benefited you since becoming a member.
Personalized letter from me to your boss and/or owner of the company encouraging their support of your endeavor including what our association is accomplishing and detailing benefits to you (their employee) and the company.

Page 19 Announce at Fall Conference: If you didn’t announce at Fall Conference, announce to the Region members via video, e-mail, newsletter, social media etc. On the other hand if you announced at Fall Conference then decide not to run at this time you should notify the Region members.
Complete application and return to the office by Feb. 1st. Once approved start campaigning.
Region Newsletter: Ask seated Director if you can submit articles for the Region’s newsletter
Visit Chapters: It’s important to visit chapters to hear what they want in a Region Director. If you can’t physically attend the meeting which is preferred, technology now makes it feasible to attend a meeting via video applications such FreeConferenceCall.com, Zoom, Skype etc.
Social Media: Create a campaigning Facebook, LinkedIn etc. page. The key is to keep it very active through the elections. As I moved up the ladder instead of creating a new Facebook page each time I campaigned I changed the name of the page.
Forum: Be prepared to give a speech usually 2-3 minutes long. Seated Director sets time limit. Also be prepared to answer questions.
Editing: Have someone edit and provide feedback on your material. Find someone who will provide constructive feedback.
Professionalism: In addition to what was previously mentioned, we are here to support one another focus on your leadership qualities, what your plans are and what you bring to the table.
Expenses: Any expenses incurred for your campaign are your responsibility. Sometimes your chapters does a fundraiser to help with those expenses.
Page 20: Go to page on NAWIC website.
Discuss filling out the application and initial/signing page 2 and 3.
Once submitted, National will get back to within 3 business days.

Page 21: One of the things to have mostly or completely done if you are elected is your Region Chairs. When the elections results are announced planning for your year starts right away. July is the month that the National Committee Chairs/Co-Chairs get acquainted with the National Vice-President who is the Board Committee Liaison and their committee members which are the Region Chairs. Sometimes the National Chairs ask the Region chairs for help and/or schedule a committee meeting at Annual Conference.
The committees that each Region should have a chair for is Membership, Marketing, PD&E, Safety, WIC Week, Emerging Professionals, OSHA Alliance.
Additional Committees are Bylaws, Strategic Plan, Memorials (for your region). Some Regions have also have/had a communications chair which we'll learn more about on the next webinar scheduled for Jan. 8th.
Some tips I've found helpful when looking for committee chairs as Region Director and President-Elect are:
Chairs don't have to be obligated to serve as your chair for both years that you are Director.
Asking in person is the preferred option, 2nd would be on the phone. Either way end the conversation that you'll follow-up with an e-mail and tell them that you completely understand if they can’t accept at this time. It's better for both of you if a member accepts because they really want to do it instead of out of obligation because you asked. If someone I asked decided not to accept I again said to them “Thank-you for considering it and I completely understand. Could I keep you in mind if something more short term comes up?”
In regards to the follow-up E-mail you can use information from November’s webinar PowerPoint. Also I would be happy to share my follow-up e-mails when I was looking for National Committee Co-Chairs this year just send me an e-mail requesting it.
Mix up what chapters the chairs come from and try to get new members to chair the committees.
Some committees do better with co-chairs.
Ask past Region Directors of Chapter President's if they have any suggestions of members that would make good chairs for Region Committees
The NEF Region Chairs for Block Kids, Design Drafting, Fundraising, Liaison are appointed by that year’s NEF President. Many times the NEF President will ask for your opinion so you will want to have suggestions in mind when she asks.
Page 23: Tonight our N.U.G.G.E.T is NAWIC Founder’s Scholarship Foundation (NFSF). Connie Leipard, Past National President and NFSF Committee member will be presenting.

Page 26: STAY TUNED: Additional webinars are being planned.