



Province of the Midwest
Episcopal Church Women
Policies & Procedures

Approved on Saturday 15th, 2004 on Mackinac Island, MI

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I. The Province V Provincial ECW Board MEMBERSHIP -The Province V President of the Episcopal Church Women, the Diocesan Episcopal Church Women Presidents, or designee and Keywomen. Keywomen are defined as those holding membership on national level boards and the Province V Representative to the National ECW Board. Other individuals appointed as determined by the President i.e., immediate past President of the Province V ECW, the Mailing List Manager, and the Province Secretary and Nominating Chair.

A. ROLE - This Board will make necessary decisions involving the relationship between this board and the women of the Province between Annual Meetings.

B. POLICIES AND PROCEDURES - These shall be reviewed at least at the first Board Meeting following the election of the Province V President.

C. MEETING FREQUENCY - The Provincial ECW Board will meet during the two years between Triennial Meetings.

D. VOTING – All members of this Board have one voice, one vote at Provincial Board meetings. During the Annual Meeting elections, each Diocese's has one vote.

II. ANNUAL MEETING

A. PURPOSE - The Annual Meeting provides an opportunity for all women of the Province to come together to share ideas and to offer educational opportunities about the life and work of the Episcopal Church. The emphasis is on what women are doing locally and nationally for the spread of Christ's kingdom and continually seeking new ways to strengthen our spiritual life together.

B. SUGGESTED GUIDELINES

1. Scheduling
 - a) One session of each Province V Annual Meeting shall be a business meeting. Time to be determined in consultation with the Province President.
2. The Provincial Board meeting will
 - a) Be scheduled for a minimum of two hours.
 - b) Not be held concurrently with the CPC/UTO meetings
 - c) Not be scheduled for the same day as the Business Meeting.
3. Workshops should be on current women's issues in addition to the United Thank Offering, Church Periodical Club, Daughters of the King, and Triennial Meeting Delegates workshops.
 - a) Give women an opportunity to go to at least two workshops.
 - b) Off site events are to be related to the theme of the conference, taking into consideration the time and funds required.
4. No more than two (2) dioceses will jointly host the Annual Meeting
5. Two mailings will be done. One will be done 12 weeks before the meeting to notify of 1st deadline and the 2nd as reservation confirmation. Mailings should be sent 1st Class due to the time factors involved.
6. Advertising and registration forms will be posted on the Province V Website, and the Diocesan Websites to increase the greatest possible women that may be invited, decrease costs and increase the exposure of the meeting. Additionally, this information will be provided to the National ECW Website, the Communiqué, ECW's national newsletter.
7. Local Sunday morning church services schedules will be available

C. FUNDING

1. The Province President must request funding annually from the Synod Treasurer after the first of the calendar year. Budgeted funds are requested for the host diocese in January of that meeting.
2. Responsibility of Annual ECW Meeting Host Diocese:
 - ⌘ Keep accurate accounting of all expense incurred in hosting the Annual ECW Provincial Meeting

Return a minimum of \$700 seed money to the Synod Treasurer, for the next year's host diocese.

⌘ Report all income and expense to Province President within two (2) months of the Annual meeting, to assist her in requesting for funding for future meetings.

Example of Reporting:

Budgeted amount	\$ 1,500.00
Travel	\$ 985.29
Postage expense	\$ 150.00
Telephone Expense	\$ 47.85
Copying Expense	\$ 1,500.00
Total Expense	<u>\$ 316.86</u>
Over/Under Budget	\$0.00

D. COST CONTAINMENT

1. Every effort should be made to keep the cost of the annual meeting as low as possible. The total registration cost will not exceed \$250 per registrant.
2. If host diocese has access to a retreat center or educational institution with a capacity of at least 125 persons, try to use them as a cost-effective alternative.
3. Try to use people from Province V as a central speaker whenever possible in an effort to help keep costs down.

E. SPECIAL NEEDS

1. The need for handicap accessibility to all buildings, bed and bathroom facilities
2. Usher will assist in the identification of those needing the bread & wine brought to them
3. There should be NO Steps up to where the Eucharist is distributed or additional arrangements will be made with the clergy.
4. Individuals with special needs, [dietary, mobility issues, visual or language] will be accommodated when they are included on their registration form
5. The need for public address systems
6. Large print editions will be readily available
7. Interpreters for the hearing impaired and non-English speaking ladies will be provided with advanced notice

F. ELECTIONS

1. TERM OF OFFICES - The terms of all elected offices shall be for a Triennium.

2. SCHEDULE OF ELECTIONS

- a) At the Province V Annual Meeting following the Triennial Meeting, The Provincial ECW President shall be elected. She will take office immediately and serve a three-year term. In the event that the President cannot fulfill her duties, the Province V Representative to the National ECW Board will fulfill these responsibilities until such time as the Province V President can resume her duties or until the next Annual Meeting when an election could be held.
- b) In the event that the President cannot fulfill her duties, the Province V Representative to the National ECW Board will fulfill these responsibilities until such time as the Province V President can resume her duties or until the next Annual Meeting when an election could be held.
- c) At the Province V Annual Meeting, prior to each Triennial Meeting, there shall be an election of one Provincial Representative to each of the following:
 - (1) THE NATIONAL BOARD OF THE EPISCOPAL CHURCH WOMEN
 - (2) THE NATIONAL BOARD OF THE CHURCH PERIODICAL CLUB
 - (3) THE UNITED THANK OFFERING COMMITTEE

3. ELIGIBILITY FOR ELECTION

- a) A person elected to an office may stand for election for two consecutive terms, serving for a maximum of six years.
- b) A person filling an unexpired term may be nominated and is eligible to be elected to a full term. They are eligible to stand for consecutive full term, not to exceed a total of 7.5 years
- c) When a vacancy should occurs, a successor shall complete that term. The successor will be selected based upon the rank order of finish from the election. If the individual ran unopposed the President will solicit names from the Board and appoint an individual for the remainder of the term. In the event that there are no names presented by the Board, the President will make the appointment unilaterally.

4. ELECTION POLICY

- a) Each Diocese shall have one vote at all elections.
- b) Persons receiving majority (one half plus one of those dioceses voting) of votes cast shall be elected.
- c) The Provincial Secretary records the results of the election in the minutes by rank order of finish.[most votes to least votes]
- d) The Provincial Secretary shall retain ballots for 60 days.
- e) There will be no electioneering for votes. This includes no posters, written or verbal requests.

5. NOMINATIONS CHAIR

- a) The President shall give the nominating procedures and job descriptions to the Provincial Board Members and attendees at the summer Provincial Board meeting preceding the election. (i.e. Oct. 31st)
- b) The Nominations Chair shall receive all nominations and profiles of nominees at least ninety (90) days before an election. (i.e. Dec. 20th)
- c) The Nominations Chair shall give nominations and profiles to the Province V President and the Diocesan ECW presidents or designates and keywomen at least sixty (60) days before an election. (i.e. Jan. 31st)

III. JOB DESCRIPTIONS - Each position referenced will have a one-page job description. For national positions, these will take precedence.

Province V Representative to the National ECW Board

FOCUS: Serve as a connecting link between the women of the province and the national board

TASKS:

- ⌘ Maintain current mailing list of province leaders.
- ⌘ Notify national president, vice-president for information, secretary and editor of the ECW Communiqué of change in office or address of presidents of the diocesan Episcopal Church women, bishops and communicators.
- ⌘ Request copies of diocesan/provincial newspapers and ECW newsletters
- ⌘ Visit dioceses within the province when possible.
- ⌘ Attend Province V ECW annual meetings and report, orally and in writing, national board activities including financial concerns, *Triennial Meeting Endowment Fund*, WOV/GATES, Women To Women and ECW Communiqué
- ⌘ Receive input from province and dioceses within province and report same to national board
- ⌘ Send 1 page memo style report and highlights from national board meeting to constituency in province, including province UTO representative, and to all national board members following each board meeting.
- ⌘ Recruit and train a successor

EXPERTISE NEEDED: Same as the national board members

TERM: Begins immediately upon election and ends with the election of a successor.

TIME CYCLE: Triennium

TIME COMMITMENT: Varies, increasing during the Triennium

(Dated 1995 by the National Board of the ECW which was current as of 8/01/01)

ECW PROVINCE V PRESIDENT

FOCUS: To serve as the Program Unit Chair for the women of Province V

TASKS:

- ⌘ Represent the women of Province V at the Provincial Synod meetings as Program Unit Chair; serving as liaison between the Provincial ECW Board and the Provincial Synod and attend the ECW Triennial Meeting
- ⌘ Plan, request and manage funds budgeted by the Provincial Synod to:
 - ⌘ carry out her duties as Provincial ECW President
 - ⌘ fund the ECW Annual Meeting
 - ⌘ provide the “seed” money for the following year’s ECW Annual Meeting Host Diocese
 - ⌘ lobby the Synod to maintain and increase these amounts as needed.
 - ⌘ attend the ECW Triennial Meeting held in conjunction with General Convention in the third year of the triennium.
- ⌘ Reporting of Expense by the Provincial President:
 - Keep an accurate accounting of all her expenses
 - Submit request for reimbursements to the Synod in a timely manner (currently within two (2) months of expense)
 - Obtain original receipts for all expense regarding travel to meeting, (i.e. meals, hotels bills, transportation)

Reimbursable expenses – related to ECW Province business:

- Food, including tax but excluding alcohol
- Postage for mailings
- Mileage driven – The difference between the beginning and ending odometer readings when traveling on Province business. Mileage will be reimbursed at rate set by Synod – usually current IRS allowance)
- Mileage reimbursement will not exceed the cost of flying for distances over 1000 miles
- Plane, bus, or train fare not to exceed the cost of a Coach Airline ticket in traveling to a meetings
- All local transportation (taxi, limo/van/bus service)
- Parking expense when it pertains to your home site (i.e. when traveling by air, train, bus)
- Copying expense
- Telephone expense

- ⌘ Chair the Provincial ECW Board Meetings at least two times/year, maintaining contact with the Diocesan ECW Presidents, and their designated representatives Convening additional meetings of the Provincial Board may be called by the President throughout the year, when needed
- ⌘ Serve as liaison person between the Planning Host Diocese Committee and Province V Episcopal Church Women Board for the Province V Annual Meeting.
- ⌘ Maintain a file of all historical documents to include, but not limited to the Annual Meeting Historical files, minutes, meeting sites, speakers and any pertinent information or correspondence. The files for Immediate past President's Triennium shall be passed on to her successor. Previous years are on file with the National Archive of the Episcopal Church.
- ⌘ Appoint a Secretary and a Nominating Chair
- ⌘ Recruit and train a successor

EXPERTISE: Knowledge of the ECW, good organizational skills, communication skills, meeting management skills and leadership experience. Computer literacy, helpful

TERM: Begins immediately upon election and ends with the election of a successor

TIME CYCLE: Triennium

TIME COMMITMENT: Varies, increasing during the Triennium

**PROVINCE V REPRESENTATIVE TO
THE NATIONAL CHURCH PERIODICAL CLUB COMMITTEE**

Focus: To work as the key link between the National Church Periodical Club and Province Vs Diocesan Representatives.

Tasks:

- ⌘ To serve as the key educator on all aspects of the Church Periodical Club within the Province through displays, presentations at the Provincial ECW Meetings, Provincial ECW Board Meetings, and upon Diocesan request throughout the Province.
- ⌘ Mentor and support the Diocesan CPC Directors with information. Provide instruction on accountability and procedures for the management of CPC funds collected, and provide reports to the Provincial representative.
- ⌘ Provide 2-3 mailings to Diocesan CPC Directors and articles to the Synod and diocesan newspapers/letters.
- ⌘ Meetings - attend the Province V Annual Meeting, Province V ECW Board Meetings, National CPC Executive Board, and the Triennial ECW meeting.
- ⌘ Recruit and mentor a successor

EXPERTISE: Diocesan CPC Director experience, public speaking, good organizational skills, funds raising skills, and dedication are a plus.

TERM: Begins at the Triennial Meeting following their election,

TIME CYCLE: Triennium

TIME COMMITMENT: Varies, increasing during the Triennium approximately 3 hours/month



PROVINCE REPRESENTATIVE –UNITED THANK OFFERING COMMITTEE

Job Description

The mission of the UTO is to expand the circle of thankful people. To achieve this mission we encourage daily prayers, offerings, and awareness of the abundance of God's blessings.

The Province Representatives are the link between the United Thank Offering (UTO) Committee and the Province and the Diocesan UTO Coordinators.

The Province Representatives must:

- Attend all UTO Committee meetings (2-3 per year, 7-10 days each)
- Attend the Triennial Meeting of the Episcopal Church Women (12 - 14 days)
- Research and study UTO grant requests from the Province and present them to the UTO Committee at the yearly granting session
- Serve on sub-committees of the UTO Committee
- Contribute to policy development, vote on all grants, contribute to development of program to promote, interpret and support the UTO, and submit copies of sub-committee reports and province reports at each UTO Committee meeting

They establish communication with:

- Diocesan UTO Coordinators Bishops of the Province
- Members of the Executive Council within the Province
- The Provincial Synod and the President of the Province
- Any National ECW Board members within the Province
- The ECW Executive Board of the Province
- Diocesan ECW Presidents or contact persons
- Former UTO Committee members within the Province
- Episcopal Church Center Liaison to the Province
- Episcopal seminaries in the Province
- Provincial publications

At the conclusion of each UTO Committee meeting, the Province Representatives distribute a “Fact Sheet” to all those listed above. They travel within the Province to speak on the work of the UTO. They train, educate and support Diocesan UTO Coordinators, keep the mailing list current, and notify the UTO office of any changes. They visit churches, dioceses, seminaries, etc. as requested to promote UTO.

Experience as a Diocesan UTO Coordinator and attendance at Face to Face training is recommended. Oral and written communication skills are required. Members are expected to have computer skills and e-mail access. Various sub-committees require marketing, communication, financial, computer and organizational skills. Above all, UTO Committee members must be dedicated to the mission of the United Thank Offering.

The term begins immediately after the Triennial Meeting of the Episcopal Church Women. The term is for the 3 years of the triennium, and Committee members are eligible for only one additional consecutive term. A member filling an unexpired term of less than 18 months is eligible to serve two consecutive full terms. UTO Committee members are not eligible to serve as General Convention deputies or diocesan ECW Triennial Meeting delegates. If no longer able to serve, a UTO Province Representative will inform the Province as well as the Committee.

Committee expenses will be reimbursed by the UTO Committee. It strongly recommends that expenses incurred within the province be paid by the province. Attendance at all UTO Committee meetings is mandatory. Representatives also are expected to attend Province/Synod and Province ECW meetings.

Approved on Friday March 11th, 2005 in Milwaukee, WI

There are additional provincial responsibilities for some representatives in their home province. For example, they may be a member of Province ECW Executive Committee or Synod Executive Committee.

(as of Spring 05 from the UTO Committee)

EXPERTISE: Diocesan UTO Coordinator experiences public speaking; good organizational skills and dedication are a plus.

TERM: Begins immediately upon election and ends with the election of a successor

TIME CYCLE: Triennium

TIME COMMITMENT: Varies, increasing during the Triennium

PROVINCE V SECRETARY (Appointed)

FOCUS: The President shall appoint a secretary to serve during her term of office

TASKS:

- ⌘ Insure the establishment and distribution of meeting minutes
- ⌘ (Province V Annual Business Meeting and Provincial Board meetings).
- ⌘ Insure the distribution of the draft meeting minutes within 60 days of the meeting
- ⌘ Maintain a file of all historical documents to include, but not limited to minutes, province meeting sites and speakers, any pertinent information or correspondence and election ballots, if needed. The file shall be passed on to her successor.
- ⌘ Other duties as requested by the President

EXPERTISE: Knowledge of word processing software, access to a computer, the Internet and FAX capabilities helpful

TERM: Triennium

TIME CYCLE: N/A

TIME COMMITMENT: Dependent upon the needs and requests of the president and the technology skills utilized by the individual selected.

PROVINCE V NOMINATIONS CHAIR (Appointed)

FOCUS: The President shall appoint a Nominations Chair to serve during the election years

TASKS:

AS PREVIOUSLY DEFINED IN THE BODY OF THIS DOCUMENT

1. NOMINATIONS CHAIR

- a) The President shall give the nominating procedures and job descriptions to the Provincial Board Members and attendees at the summer Provincial Board meeting preceding the election. (i.e. Oct. 31st)
- b) The Nominations Chair shall receive all nominations and profiles of nominees at least ninety (90) days before an election. (i.e. Dec. 20th)
- c) The Nominations Chair shall give nominations and profiles to the Province V President and the Provincial Board at least sixty (60) days before an election. (i.e. Jan. 31st)

EXPERTISE: Knowledge of word processing software, access to the Internet and Fax capabilities helpful

TERM: Two Years

TIME CYCLE: N/A

TIME COMMITMENT: Less than 60 hours during an election year