

GEFWC VIRGINIA

**Alice Kyle District**

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**2014 - 2016  
YEARBOOK**

**ALICE KYLE DISTRICT**  
2014 – 2016 YEARBOOK

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# A Message from Your President, Patty Pedrick

Bee all u  can Bee!

I think I'm a do bee because I say yes all the time. Yes to this and that and especially yes to AKD!  
I'm excited to be your new president and honored to hold the position. There is a lot to learn. Bee 4 I begin I want you to know I'm really counting on my sisters.

What kind of  are you?

- A do bee, one that will say yes and contribute her expertise to and for AKD.
- A queen bee, one who will LEAD and support our projects.
- A worker bee, one who jumps right in to host meetings and so much more.
- A honeybee, one who sweetens her district and club with new ideas and projects.
- A carpenter bee, one who builds successful programs.

I'm thinking most of us are a mixture of all!

**GFWC-an international woman's organization dedicated to community improvement by enhancing the lives of others through volunteer service.**

Having said this I trust you shall  a guiding light and faithfully serve your club, district,

and community as the best  you can  .

You shall  the  to success.

In federation friendship,



## A Message from Your Director of Junior Clubs, E. Sterling Byrd-Roberts



MAY YOUR IDEAS BLOOM AND YOUR CLUBS GROW

Hello Everyone!

Thank you for electing me to lead the Alice Kyle District Juniors. I am excited to work with each and every one of you and your club officers over the next two years.

I have chosen my theme to be Flower Power - May Your Ideas Bloom and Your Clubs Grow. One of my goals is to see our Junior Clubs increase in numbers and to see lots of new project ideas for our communities over the next two years, all while having fun! I am sure that all of you have some Flower Power in you. Get ready to bloom!

I also will be attending AKD Board meetings, GFWC Virginia meetings, Conference and Conventions in order to keep us all informed. Please email me if you have any questions or concerns at [sterling@gravittlaw.com](mailto:sterling@gravittlaw.com).

I am looking forward to a fun, exciting and rewarding two years as your Junior Director.

With Federation love,

*E. Sterling Byrd-Roberts*

3<sup>rd</sup> Vice President, Director of Junior Clubs

## ALICE KYLE DISTRICT CALENDAR 2014 - 2015

### 2014

- August 9-10 GFWC Virginia Conference, Fredericksburg, VA
- September 26,  
29,30 October 1-3 Virginia State Fair, The Meadow Event Park, Doswell, VA
- October 11 Alice Kyle District Fall Meeting  
Hat Creek Camps & Conference Center, Brookneal, VA
- November 6-9 GFWC Southeastern Region Meeting, Kingsport, TN
- December 10 GFWC Holiday Reception, GFWC Headquarters, Washington, DC

### 2015

- January 15 Deadline for LEADS Application  
Deadline for Club Reporting (see District Reporting page 32)
- January 25 Deadline for GFWC, GFWC VA, and Alice Kyle District Dues  
Deadline for District Special Awards Entries
- February 1 Deadline for District Honor Society Entry
- February 20 Deadline for Alice Kyle District Chairman Reports to GFWC Virginia
- March 1 Deadline for Membership Incentive Award, Alice Kyle District History  
Report, and Alice Kyle District Club of the Year Entries
- March 15 Deadline for State Chairman Reports to GFWC
- March 21 Alice Kyle District Spring Meeting – State Visit  
Lionhart Resort, Cumberland, VA
- April 1 Deadline for Important Notice to Club Presidents Report
- April 15 Deadline for Alice Kyle District Scholarship Application
- April 24 Federation Day
- May 1-3 GFWC Virginia Convention – Wyndham Crossings, Richmond, VA
- June 12 GFWC LEADS Seminar – Memphis, TN
- June 13-15 GFWC Convention – Memphis, TN
- TBD** GFWC Virginia Conference, **TBD**
- TBD** GFWC Virginia LEADS, **TBD**
- October 10 Alice Kyle District Fall Meeting  
Hat Creek Camps and Conferences, Brookneal, VA
- November 5-8 GFWC Southeastern Region Meeting, Maryland
- December 9 GFWC Holiday Reception – GFWC Headquarters, Washington DC

## **Collect for Clubwomen**

*Keep us, Oh God, from pettiness,  
let us be large in thought, in word, in deed.  
Let us be done with fault finding and leave off self-seeking.  
May we put away all pretense and meet each other face to face -  
without self-pity and without prejudice.  
May we never be hasty in judgment and always generous.  
Let us take time for all things;  
make us to grow calm, serene, gentle.  
Teach us to put into action our better impulses  
straight-forward, and unafraid.  
Grant that we may realize it is the little things that create difference,  
that in the big things of life we are at one.  
And may we strive to touch and to know  
the great common human heart of us all,  
and, Oh, Lord God, let us forget not to be kind.*

*~ Mary Stewart*

## **Junior Collect**

*We ask no wealth to purchase joys and pleasures, nor great estates, nor gold, nor gems so rare.  
We only ask for wealth of friends and kindness, the gold of sympathy, a smile to share.  
We ask not wisdom to unfold enigmas, interpret secrets dark and mysteries deep; we only ask for  
common sense and foresight, and knowledge and good judgment's fruit to reap.  
We ask not fame for bettering all others, nor right to be master, they the slaves;  
We only ask our share in mankind's service - to act as neighbor and as friend behaves.  
We ask not selfishly to be the victor, to never lose but always win the game.  
We only ask to show the proper spirit, if conqueror or conquered, just the same.  
We ask not, Lord, for strength and might and power, to conquer worlds or rule the tribes of men;  
We only ask for strength to face our duties to carry on our daily work - Amen.*

*~ Gladys Lawson*

## **Junior Pledge**

*I pledge my loyalty to the Junior Clubwomen,  
By doing better than ever before  
what work I have to do,  
By being prompt, honest, courteous,  
By living each day, trying to accomplish something,  
Not merely to exist.*

*~ Helen Cheney Kimberly*

## **Juniorette Pledge**

*I pledge my loyalty to the Cumberland Juniorttes, by being prompt, honest and hardworking; by always  
doing my best to give back to my community, by respecting others and most importantly, myself.*



## Past Presidents of Alice Kyle District

* Mrs Walter Paxton, Danville .....	1923-1925
* Mrs. J. H. Jarman, Farmville .....	1925-1928
* Mrs. A. D. Keen, Danville .....	1929-1930
* Mrs. J. E. Perkinson, Danville .....	1930-1931
* Mrs. Tucker Watkins, Halifax .....	1931-1932
* Mrs. W. E. Anderson, Farmville.....	1932-1933
* Mrs. R. E. Pettus, Keysville.....	1933-1934
* Mrs. William Lacy, Halifax.....	1935-1938
* Mrs. J. P. Wynne, Farmville .....	1938-1941
* Mrs. R. W. Bobbitt, Keysville .....	1941-1944
* Mrs. Waverly Cousins, Danville .....	1944-1946
Mrs. Horace Adams, Farmville .....	1946-1947
* Mrs. Warren Koontz, Lynchburg.....	1947-1948
* Mrs. Norwood Beville, Blackstone .....	1948-1950
Mrs. Charles W. Glenn, Farmville.....	1950-1952
* Mrs. J. J. Gwaltney (Dean), Lynchburg.....	1952-1954
* Mrs. William Page Williams (Lucy), Brookneal.....	1954-1956
* Mrs. Joel Flood (Dorothy), Appomattox .....	1956-1958
* Mrs. Harold Cothran, Altavista .....	1958-1960
Mrs. Eddie H. Burke, Amelia .....	1960-1962
* Mrs. J. Kent Early, Charlotte Court House.....	1962-1964
* Mrs. William F. S. Gresham (Bess), Lynchburg .....	1964-1966
* Miss Anna Dickhoff, Farmville .....	1966-1968
* Mrs. Charles W. Scott (Rae), Farmville .....	1968-1970
Mrs. Leonard Pearce (Roseanna), Goode (formerly Welsh) .....	1970-1972
* Mrs. Warren R. Crump (Garland), Richmond.....	1972-1974
Mrs. H. S. Emerson (Anna Mae), Amelia .....	1974-1976
Mrs. Jerry L. Falwell (Macel), Lynchburg .....	1976-1978
* Mrs. M. E. Henderson (Ruth), Halifax .....	1978-1980
Mrs. L. C. Watkins, Jr. (Maureen), Lynchburg .....	1980-1982
Mrs. Lucy (Hubbard) Woodall-Harris, Lynchburg .....	1982-1984
Mrs. Lewis C. Moorman (Shirley), Lynchburg .....	1984-1986
* Mrs. Wiley W. Wariner, Jr. (Pat), Concord.....	1986-1988
* Mrs. Charles W. Scott (Rae), Farmville .....	1988-1990
Mrs. Billy J. Urban (Juanita), Cartersville.....	1990-1992
Mrs. Wesley Butler (Frances), Amherst .....	1992-1994
Mrs. George W. Dooley, Jr. (Jane), Lynchburg .....	1994-1996
* Mrs. Frank Laine (Beverly), Keysville.....	1996-1998
Ms. Judy Woten, Evington .....	1998-2000
Mrs. George W. Dooley, Jr. (Jane), Lynchburg .....	2000-2002
Mrs. Matt Lair (Kay), Appomattox .....	2002-2004
Mrs. Dennis Howell (Gail), Halifax .....	2004-2006
Ms. Wanda Burley, Amherst .....	2006-2008
Mrs. Herbert C. Bickel (Pat), Cumberland .....	2008-2010
Mrs. Richard McClintock (Debbie), Farmville .....	2010-2012
Mrs. David M. Rosemond (Bonnie), Brookneal.....	2012-2014

\* Deceased

## Past Directors of Junior Clubs of Alice Kyle District

Mrs F. H. Garland, South Hill .....	1941
Mrs. C. W. Glenn, Farmville .....	1941-1943
* Miss Elizabeth Burger, Farmville .....	1945-1946
Mrs. F. F. Jones, Victoria .....	1946-1947
Mrs. T. E. Allen, South Hill.....	1948-1950
* Mrs. L. E. Andrews, Farmville .....	1950-1952
Mrs. H. V. Traywick, (Flo) Lynchburg .....	1952-1954
Mrs. Robert Keeling, South Hill.....	1954
* Mrs. Charles W. Scott (Rae), Burkeville .....	1954-1956
Mrs. Lewis Roach, Danville .....	1956-1957
Mrs. Landon R. Wyatt, Jr., Danville.....	1957-1958
Mrs. Millard Rice, Jr., Phenix.....	1958
Mrs. W. A. Watson, III (Betty), Farmville .....	1958-1960
Mrs. Weston W. Frasier, Lynchburg .....	1960-1962
Mrs. John F. Williamson, Jr., Altavista .....	1962
Mrs. Gene Byrd, Lynchburg .....	1962-1964
Mrs. William E. Chenault (June), Appomattox .....	1964-1966
Mrs. Robert D. Colinger (Zelma), Lynchburg.....	1966-1968
Mrs. Harold L. Pearson (Virginia), Lynchburg .....	1968-1970
Mrs. Lewis A. James, Jr. (Diane), Lynchburg.....	1970-1972
Mrs. M. Logan Hubbard (Lucy Harris), Lynchburg.....	1972-1974
Mrs. L. C. Watkins, Jr. (Maureen), Lynchburg .....	1974-1976
Mrs. Rex Y. Carpenter (Nina), Madison Heights .....	1976-1977
* Mrs. Lewis A. Arthur (Greg), Lynchburg .....	1977-1978
Mrs. Thomas R. Elliott (Linda), Jr., Halifax .....	1978-1980
Mrs. O. L. Thompson (Carolyn), Appomattox .....	1980
Miss Betsy Harkleroad, Lynchburg .....	1980-1982
Mrs. John Booker (Pattie), Gladstone.....	1982-1984
Ms. Carol Y. Tyree, Madison Heights.....	1984-1985
Mrs. Frank L. Fanshaw (Jane), Crewe.....	1985-1986
Mrs. Douglas Webb (Sheila), Appomattox .....	1986-1988
Mrs. Frank L. Fanshaw (Jane), Crewe.....	1988-1990
Mrs. Tom Carson (Kathy), Lynchburg .....	1990-1992
Mrs. Mark Driskill (Sharon), Amherst .....	1992-1994
Mrs. Cameron Smith (Ginny), Forest .....	1994-1996
Miss Wanda Burley, Amherst.....	1996-1998
Mrs. Dennis Howell (Gail), Halifax .....	1998-2000
Mrs. Roger Hamner (Joanne), Lynchburg .....	2000-2002
Mrs. Glen Covington (Judy), Appomattox .....	2002-2003
Mrs. Christian Pettyjohn (Diana), Amherst .....	2003-2004
Mrs. Christian Pettyjohn (Diana), Amherst .....	2004-2006
Mrs. John S. Puryear (Kathreen), South Boston.....	2006-2008
Ms. Teal McClure, Lynchburg .....	2008-2010
Dr. Arlene Vinion-Dubiel, Amherst.....	2010-2012
Miss Sally Anne Lair, Appomattox.....	2012-2014

\* Deceased

**ALICE KYLE DISTRICT  
2012-2014 Executive Board**

President	Patty Pedrick
First Vice President	Gwen Hamlet
Second Vice President	June Adams
Third Vice President / Director of Junior Clubs	Sterling Byrd-Roberts
Secretary	Teal Ivoineti
Treasurer	Susan Oertel
Parliamentarian	Lucy Woodall Harris

**2012-2014 Junior Executive Board**

Director of Junior Clubs	Sterling Byrd-Roberts
Assistant Director of Junior Clubs	Gretchen Perkins
Junior Secretary	Blair Toner
Junior Treasurer	Lynn Chapman
Junior Parliamentarian	Mary Marshall

**Members Serving on GFWC Virginia**

Executive Board	Patty Pedrick
Junior Executive Board	Sterling Byrd- Roberts
Education Community Service Program Chairman	Arlene Vinion-Dubiel
International Outreach Community Service Program Chairman	Bonnie Rosemond

**Members Serving on GFWC Virginia Special Appointments/Committees**

<i>The Virginia Clubwoman</i> Editor	Debbie McClintock
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## 2014 - 2016

### Alice Kyle District Chairmen, Standing Committees, Special Appointments

#### Community Service Program Chairmen

Arts.....	Deborah McClintock
Arts Contest.....	Gloria Talbott
Conservation... (emphasis on Pathway to Prayer).....	Bonnie Rosemond
Education.....	Evelyn Francis
Home Life / Health.....	Carol Pridgen
International Outreach.....	Kay Lair
Public Issues.....	Wanda Simpson

#### Special Appointments

Communications / Identity.....	Ellen Pettyjohn
Communications Website.....	Amanda Paez
Community Improvement Awards.....	Arlene Vinion-Dubiel
Fundraising .....	Agnes Cramer
Leadership.....	Gwen Hamlet
Leadership Junior .....	Gretchen Perkins
Legislation.....	Patty Bumgarner
Membership.....	June Adams
Membership Junior.....	Karen Gandy
GFWC Signature Project Domestic Violence.....	Gail Howell
GFWC Virginia State Project -Breast Cancer Awareness Cures & Causes.....	Diana Pettyjohn
GFWC Women's History &Resource Center.....	Deborah McClintock
GFWC Junior Special Project - Advocates for Children.....	Teal Iovinetti
GFWC Virginia Junior State Project Chairman - Camp Easter Seals UCP VA.....	Sally Lair

#### Standing Committees

Alice Kyle District Courtesy and Protocol.....	Jane Dooley
Alice Kyle District Credentials.....	Deanna Lacy
Alice Kyle District Project - Honorary Chair - Patrick Henry Family Services.....	Shirley Moorman
Alice Kyle District Project.....	Bonnie Rosemond
Alice Kyle District Junior Courtesy.....	Sally Lair
Alice Kyle District Kyle-A-Gram Editor.....	Wanda Burley
Alice Kyle District Reporting.....	Gwen Hamlet
Alice Kyle District Reporting Junior.....	Gretchen Perkins
Alice Kyle District Scholarship Chair.....	Amy Griffin
....Committee Member.....	Anne Grimm
....Committee Member.....	Jackie Fairbarns
Alice Kyle District Chaplain.....	Lucy Woodall-Harris
Alice Kyle District GFWC Virginia Faciliator.....	Lucy Woodall-Harris
Alice Kyle District GFWC Virginia Faciliator.....	Jane Dooley
Alice Kyle District GFWC Virginia Faciliator.....	Debbie McClintock
Alice Kyle District Budget Committee Chairman.....	Gail Howell
....Committee Member.....	Jane Dooley
....Committee Member.....	Susan Oertel
Alice Kyle District Standing Rules & Policies Committee Chairman.....	Wanda Burley
....Committee Member.....	Gwen Hamlet
....Committee Member.....	Gretchen Perkins
....Committee Member.....	Lucy Woodall-Harris

**2014 - 2016**  
**Alice Kyle District Club Presidents**

**General Club Presidents**

GFWC Amherst Woman's Club (99) .....	Yolan F. Williams
GFWC The Woman's Club of Appomattox (19).....	Wanda Simpson (Co-President)
.....	Janice Marston (Co-President)
Blackstone Woman's Club (12) .....	Carol Pridgen
Brookneal Woman's Club, Member of GFWC (21) .....	Inez St John Crews (Co-President)
.....	Joan Neese (Co-President)
Woman's Club of Buckingham County, GFWC (27) .....	Mary Lohr
GFWC Charlotte County Woman's Club (10).....	Brenda Haskins
Woman's Club of Cumberland, GFWC (30) .....	Deborah Kennell
Woman's Club of Farmville Virginia, GFWC (39) .....	Debbie McClintock
The GFWC Virginia Lynchburg Suburban Woman's Club (8).....	Lucy Woodall-Harris (Co-President)
.....	Martha Tomlin (Co-President)
GFWC Tuesday Woman's Club (21) .....	Gail Howell
Virgilina Woman's Club (15) .....	Jo Anne Brewer

**Junior Club Presidents**

GFWC Amherst Junior Woman's Club (5) .....	Arlene Vinion Dubiel (Co-President)
.....	Diana Pettyjohn (Co-President)
GFWC-Appomattox Junior Woman's Club (16) .....	Jamie Scruggs
Crewe Junior Woman's Club (22) .....	Pamela Mann
Farmville Junior Woman's Club (9) .....	Georgia Holman
GFWC-Lynchburg Junior Woman's Club (15) .....	Karen Gandy
South Boston-Halifax Junior Woman's Club GFWC (10) .....	Lena Rush

**Juniorettes**

Young Ladies of Cumberland, GFWC (14).....	Britney Price
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## Federation Levels



### International Level: GFWC (General Federation of Women's Clubs)

GFWC President	Babs Condon, GFWC Maryland GFWC Headquarters, 1734 N. St., N.W. Washington, D.C. 20036
GFWC President-Elect	Shelia Shea, GFWC Massachusetts
GFWC Director of Junior Clubs	Cathy Jo Canterbury, GFWC West Virginia
GFWC MOTTO	<i>"Unity in Diversity"</i>
GFWC Signature Project	Domestic Violence Awareness & Prevention
GFWC Juniors' Special Project	Advocates for Children
Meetings	<ul style="list-style-type: none"> <li>• 2014 GFWC Southeastern Region Meeting, November 6-9, Kingsport, TN</li> <li>• 2015 GFWC Convention and 125<sup>th</sup> Anniversary Celebration, June 13-15, Memphis, TN</li> </ul>

### State Level: GFWC Virginia

Eight Districts	5328 Members
GFWC Virginia President	Betty Shields – <a href="mailto:president@gfwcvirginia.org">president@gfwcvirginia.org</a>
GFWC VA 3rd VP, Director of Junior Clubs	Kristie Barber – <a href="mailto:jrdirector@gfwcvirginia.org">jrdirector@gfwcvirginia.org</a>
Theme Junior Theme	<ul style="list-style-type: none"> <li>• <i>"Let us forget not to be kind"</i></li> <li>• <i>"Capturing the Volunteer Spirit"</i></li> </ul>
GFWC Virginia State Project Continuing State Junior Project	<ul style="list-style-type: none"> <li>• Breast Cancer Awareness</li> <li>• United Cerebral Palsy/Camp Easter Seals VA</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• 2014 Conference, August 11–12, Skelton Inn &amp; Conference Center, Blacksburg, VA</li> <li>• 2015 Convention – May 1-3, Wyndham Crossings, Richmond, VA</li> </ul>

### District Level - Alice Kyle District

18 Clubs (11 General & 7 Junior)	410 Members 321 Generals & 89 Juniors
2010 - 2012 President Symbol & Theme	Patty Pedrick, <a href="mailto:papedrick1@gmail.com">papedrick1@gmail.com</a> <div style="text-align: center;">  <span style="font-style: italic;">"Bee all u can Bee"</span> </div>
2010 - 2012 Jr. Director Symbol & Theme	Sterling Byrd-Roberts, <a href="mailto:sterling@gravittlaw.com">sterling@gravittlaw.com</a> <div style="text-align: center;">  <span style="font-style: italic;">"May your ideas bloom and your clubs grow"</span> </div>
District Project	Patrick Henry Family Services
Meetings	<ul style="list-style-type: none"> <li>• 2014 Fall Meeting – October 11, Hat Creek Camp and Conference Center, Brookneal, VA, Hostess Clubs: Brookneal, Charlotte, Tuesday</li> <li>• 2015 Spring Meeting – March 21 - <i>Official State Visit</i>, Lionheart Resort, Cumberland/Buckingham Line, Hostess clubs: Cumberland, Buckingham, Farmville Juniors</li> <li>• 2015 Fall Meeting – October 10, Hat Creek Camps &amp; Conferences, Brookneal, VA, Hostess Clubs: Virgilina, South Boson/Halifax Juniors, Lynchburg Suburban.</li> <li>• 2016 Spring Meeting – March/April, Lionheart Resort, Cumberland/Buckingham Line, Hostess Clubs: Appomattox, Appomattox Juniors, Farmville.</li> </ul>

## PUBLICATIONS

### GFWC Magazine

*GFWC Clubwoman* magazine

**\$10.00 for one year**  
**\$18.00 for two years**  
**\$25.00 for three years**

GFWC subscriptions may be obtained from:

**GFWC CLUBWOMAN**  
1734 N Street, N.W.  
Washington, D.C. 20036-2990  
202-347-3168  
[orders@gfwc.org](mailto:orders@gfwc.org)  
[www.gfwc.org/Marketplace](http://www.gfwc.org/Marketplace)

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### GFWC Virginia Publications

*GFWC Virginia Yearbook*

**\$10.00 (plus \$4.00 shipping)**

*GFWC Virginia Yearbook Supplement*

**\$5.00**

*The Virginia Clubwoman*

**\$12.00 (two-year subscription – 6 issues minimum)**

One *GFWC Virginia Yearbook* and one copy of each issue of the *GFWC Virginia Clubwoman* are sent free to Club Presidents, GFWC Virginia and District Officers, Chairmen and Junior Chairmen listed in the *GFWC Virginia Yearbook*. **Additional copies may be ordered from GFWC Virginia Headquarters. Make checks payable to GFWC Virginia.**

*GFWC Virginia Yearbooks* and  
*The Virginia Clubwoman* may be obtained from:

GFWC Virginia Headquarters  
P. O. Box 8750  
Richmond, VA 23226  
804-288-3724 (local)  
800-699-8392 (toll free)  
[www.gfwcvirginia.org/Membership/Publications](http://www.gfwcvirginia.org/Membership/Publications)

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### Alice Kyle District Publications

*Alice Kyle District Yearbook*

**\$5.00**

*Kyle-A-Gram* newsletter

**\$5.00 (4 issues per year)**

One copy of the *Alice Kyle District Yearbook* and all issues of the *Kyle-A-Gram* shall be supplied to members of the Alice Kyle District holding the following positions within Alice Kyle District: Club Presidents, District Executive Board and Junior Executive Board members, District General and Junior Parliamentarians, District Chairmen and Junior Chairmen of Departments, Programs, and Committees and District members serving on the GFWC Virginia or GFWC level. A copy shall also be supplied to the GFWC Virginia President and GFWC Virginia Director of Junior Clubs, Presidents and Directors of Junior Clubs in other districts of GFWC Virginia, and others designated by the Alice Kyle District President. Only one copy will be supplied if multiple positions are held by the same person. A copy of the *Kyle-A-Gram* shall also be supplied to Past Alice Kyle District Presidents. **Additional copies may be ordered from the District Treasurer. Make checks payable to Alice Kyle District.**

Send **check** to District Treasurer:

Susan Oertel  
52 Raines Tavern Road  
Farmville, VA 23901



## Recruitment

### *Open Your House to New Members*

“Open the door to membership”..... is the GFWC Virginia Membership theme for 2014 - 2016. We must open our doors and our club homes to members. Encourage promotion of our clubs, our districts, and our Federation. We must be open to changes needed within our individual clubs to rebuild membership. Finally, we must make the adjustments that will attribute to Retaining and Recruiting members as well as Renewing and Rebuilding our clubs.

Fill out one New Member Coupon for each new member recruited between **February 1, 2014 and January 31, 2015**. You may submit the names of members you recruit into your own club and of those you recruit into a new club. Please, just one sponsor per new member. Submit the completed coupon directly to your district Second Vice President, as indicated on the bottom of the form. Your district Second Vice President will forward all coupons to the GFWC Virginia Second Vice President upon receipt.



- Each new member will receive a note of welcome from the district and from GFWC Virginia.
- The registration fee to attend the 2015 GFWC Virginia Convention will be paid for each district's top recruiter and each district's top recruiter will be recognized at the 2015 GFWC Virginia Convention. The GFWC Virginia member, who sends the most coupons, one for each new member recruited, to the district Second Vice President or Junior Membership Chairman, will receive a special award.
- All district recruiters will be eligible for the grand prize drawing. The drawing will be held during the 2015 GFWC Virginia Convention. Each coupon sent to the district Second Vice President or Junior Membership Chairman increases your chance to win.
- Completion of the Membership Coupon will also serve to document member recruitment for GFWC STAR Pin Recipients. See GFWC Virginia Yearbook for more information.

PLEASE MAKE ADDITIONAL COPIES OF THE COUPON AS NEEDED.





Open your House to New Members

PLEASE PRINT

New Member's Name: \_\_\_\_\_

New Member's Address: \_\_\_\_\_

\_\_\_\_\_

Recruiter's Name: \_\_\_\_\_

Recruiter's Address: \_\_\_\_\_

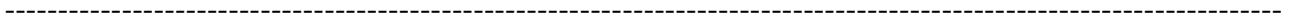
\_\_\_\_\_

Club Name: \_\_\_\_\_

District: \_\_\_\_\_

Club President's Signature: \_\_\_\_\_

Mail to: June Adams, 305 Virginia Avenue, Brookneal, VA 24528



Open your House to New Members

PLEASE PRINT

New Member's Name: \_\_\_\_\_

New Member's Address: \_\_\_\_\_

\_\_\_\_\_

Recruiter's Name: \_\_\_\_\_

Recruiter's Address: \_\_\_\_\_

\_\_\_\_\_

Club Name: \_\_\_\_\_

District: \_\_\_\_\_

Club President's Signature: \_\_\_\_\_

Mail to: June Adams, 305 Virginia Avenue, Brookneal, VA 24528

# COURTESIES

## Courtesies to Federation Officers and Chairmen

1. Federation guests should be presented in this order:

- GFWC President
- GFWC Virginia President
- GFWC Virginia Officers
- District President
- GFWC Virginia Chairmen
- District Officers
- District Chairmen
- Club Presidents

Remember this precedence when introducing guests at any club function or when seating guests at a banquet. The highest ranking guest will be seated to the presiding officer's right, second ranking guest to the left of the presiding officer, the third ranking guest to the second right, etc.

NOTE: A good general rule is that elected officers take precedence over appointed persons

2. When the GFWC President, GFWC Virginia President or Alice Kyle District President attends a function, the audience should rise in greeting.
3. Always ask a GFWC President, GFWC Virginia President, Alice Kyle District President or Director of Junior Clubs at any of these levels to speak or have a part on the program. Do not ask her just to visit and take a bow.
4. When an International, State or District Officer has been asked to speak, she should be permitted to do so at the beginning of the meeting, particularly if there is other entertainment or business planned.
5. When inviting International, State or District Officers to out-of-town meetings, please let them know what time the meeting is expected to adjourn. If they have come some distance, they should be invited to dinner. One person from the club should be appointed to serve as hostess to the visiting officer. A late meeting requires overnight facilities.
6. When inviting International, State or District Officers and Chairmen who have a distance to travel, it would be courteous to make arrangements for her to bring a traveling companion, especially if she will be traveling at night.
7. When planning a banquet where officers are to be installed, entertainment and business should be kept to a minimum. Inform the installing officer of all incoming officers, titles, officers' responsibilities, and names. Be sure to clarify the pronunciation of difficult or unusual names.
8. A visiting dignitary is your guest and should never be left alone. Appoint a page to remain with your guest at all times.
9. When International, State and District Officers and Chairmen are invited to a local club, please notify them of the proper attire. It is suggested that when their expenses are not covered by a travel fund, their mileage should be paid. If other accommodations are needed - such as room and meals - see that these are attended to also. In other words, see that they are treated as guests. Remember them with some small token or favor.
10. It is an honor to be an International, State or District Officer or Chairman, but it is also an added responsibility as well as time consuming. It is also an honor for a club to have members participating in these capacities. The club should try to lend as much support as possible in these jobs. For example: add to the budget some funds to defray some of their expenses, such as postage, registration or luncheon fees or traveling expenses; remember them with flowers, babysitting, goodies, favors, small courtesies for District or State meetings.

## **District Courtesy Responsibilities**

1. The State President and Director of Junior Clubs shall be invited by letter to at least one District meeting during the administration by the District President and Director of Junior Clubs. Overnight accommodations should be handled by the district in coordination with the GFWC Virginia Executive Secretary. The District Courtesy Chairman and Junior Courtesy Chairman should see that someone registers for the State President and Director of Junior Clubs, shows them to the meeting, carries extra materials they might have, etc.
2. At conventions or conferences, phone or visit your District President and Junior Director even if only for a minute. They are busy, but it is nice to know your thoughts are with them.
3. It is the responsibility of the District Courtesy Chairman and Junior Courtesy Chairman to see that some baked goodies, beverage, a small gift or remembrance are provided at the GFWC Virginia Convention and Conference for the District President and Director of Junior Clubs.
4. The GFWC Virginia President and Director of Junior Clubs should be presented with some little memento at the District Meetings, State Conferences and Conventions.
5. During the second year of an administration, IF the incoming State President requests, a corsage shall be sent to the incoming GFWC Virginia Officers and Junior Officers by their respective Districts only. The corsages should be delivered in time to enable the incoming officers to wear them to the banquet.
6. If the incoming State President requests, the incoming District President and Director of Junior Clubs shall be sent flowers for their installation at GFWC Virginia Convention by their respective clubs. The District Courtesy Chairman and Junior Courtesy Chairman shall remind the clubs of this duty.
7. Districts should recognize members serving as State Chairmen and Junior Chairmen. A small token gift or remembrance should be given at Convention and Conference. It is helpful to these members serving on the State level if money can be budgeted by the District and/or club to help defray their expenses
8. Your District Courtesy Chairman and District Junior Courtesy Chairman need your help. A financial contribution made out to ALICE KYLE DISTRICT could be sent to the District Treasurer or Junior Treasurer to be used to purchase gifts for special guests, officers and chairmen at Alice Kyle District, GFWC Virginia, and GFWC functions.
9. Remember to write a handwritten thank you note as soon after the visit as possible.

## **Courtesies to Club Presidents**

The President of a local club has a great many responsibilities; and, therefore, it is important at all times to assure her of your support. The following are some ways in which this can be done:

1. When refreshments are served at a meeting the club Courtesy Chairman should see that the President and guests are served immediately.
2. She is your official hostess at all functions; therefore, take your guest to meet her.
3. Your President is an ex-officio member of all committees, except the Nominating Committee, and should be notified in advance of any planned meetings. Only by this knowledge and being well informed of all happenings can she successfully guide the workings of a club.
4. A President necessarily must come to a meeting with her arms full; it would be appreciated if the club Courtesy Chairman designated a member to be responsible for club supplies to help ease this responsibility.
5. Punctuality is important and when the President is ready to preside, all members should be seated. When she rises, the meeting is ready to begin and all members should be quiet and attentive.

6. It is not solely the responsibility of the President to be with the guest of the day. She has many responsibilities to fulfill during the span of a meeting. It is the duty of a Chairman of the program to see to the comfort and needs of any guest of the day, or to appoint someone to be responsible. All officers should be aware of their position in the club and should make it a point also to welcome guests.
7. Give Presidents as much notice as possible on club activities to which they are invited.
8. Your President is a member of the club serving in a specific capacity. With her many responsibilities, it is important always to assure her of your support by friendliness and sincerity. Let her know you are proud of what she is trying to do for you.
9. When introductions are in order, it is courteous for members to let their friends know just which member is the President.
10. Remember your President in some way when she attends State Conventions and Conferences (homemade cookies, flowers, charms, fruit, dinner for family, etc.).
11. There are available presidential pins and charms which may be used as tokens of appreciation for past presidents. These may be ordered through GFWC Headquarters.
12. It is courteous to invite the immediate past or past presidents to serve coffee or tea at a club function, or to give the invocation at a banquet.
13. It is general precedent that all officers are honored at the annual banquet and should be included at the speaker's table.
14. Clubs should pay registration and luncheon fees for their President whenever possible at District Meetings and State Conferences and Conventions.

### **Courtesies to Club Members**

1. The most important of all courtesies is to give your undivided attention to anyone who has the floor - the speaker, an officer or a member.
2. Prior to a club meeting, all members must turn off all beepers, cell phones and pagers.
3. Please refrain from making club-work telephone calls during the dinner hours.
4. Attend District and State meetings whenever possible. Speak well of the club at all times. Be proud of your club.
5. Answer all correspondence within forty-eight (48) hours.
6. The club Secretary **MUST** write a letter of thanks to any speaker the day after the event.!
7. A Club President should remember that her officers are training for higher positions. They should be kept well informed of all club happenings.
8. A Club President should send recommendations of club members qualified for and interested in District positions to the District President and Director of Junior Clubs.
9. Keep your membership well informed of District and State news. Pass all information along to the proper chairmen. It is suggested that you clip pertinent information from State and District newsletters for proper chairmen.
10. The club's Courtesy Chairman should send copies of news clippings, etc. pertaining to functions attended by either the State President or Junior Director to the State Courtesy Chairman. These may be included in the State scrapbook.
11. Monies allotted for District and State meeting expenses should be shared by club delegates.
12. An Orientation should be held for new members. (Refer to the *"ABC's of Leadership"*, published by GFWC Virginia, for Orientation details.)

## **Courtesies to Speakers**

1. Introductions should be brief - one minute is desirable. Include:

- Reason for the talk at this time
- Qualifications of speaker regarding the subject
- Background information to assure audience speaker will speak with authority.

Remember, the more distinguished the speaker, the shorter the introduction. Make the listeners eager to hear what the speaker has to say.

2. Send written confirmation and request a reply if the invitation to speak was extended by telephone. Check to see if the speaker needs a projector, microphone, supplies, etc. Always send a letter of appreciation. It is suggested that the speaker be reimbursed for travel and be given a small token of appreciation.
3. Always provide the speaker with a glass of TAP water - not ice water, as ice water can cause constriction of the throat.

## STANDING RULES

(Revised March 23, 2013)

1. Any GFWC Virginia club located in the geographical area designated as Alice Kyle District shall be a member of Alice Kyle District.
2. The quorum for Alice Kyle District Meetings shall be sixteen (16) delegates with representation from 50% of the member clubs. Two (2) delegates shall be District Officers.
3. Delegates to the Alice Kyle District meetings shall be defined by GFWC Virginia Bylaws Article V. Districts, Section 9. Representation.
4. Annual Dues:
  - a. Annual dues for General clubs in Alice Kyle District shall be one dollar (\$1.00) per member, payable to the District Treasurer by January 25 of each year.
  - b. Annual dues for Juniorette clubs in Alice Kyle District shall be fifty cents (\$0.50) per member, payable to the District Treasurer by January 25 of each year.
  - c. Delegates will not be eligible to vote at District Meetings until their club's dues are received by the District Treasurer.
5. Registration fees for District meetings shall be \$2.50 per member. The registration fee shall be \$3.50 per member for any member whose registration form and check are postmarked after the registration deadline. Checks shall be made payable to the Alice Kyle District.
6. Refunds for registration fees and meals for members unable to attend an Alice Kyle District meeting shall be granted only if the request is made at least five (5) days prior to the meeting. All requests must be made to the Credentials Chairman.
7. Alice Kyle District Projects shall be recommended to the District by the District Executive Committee. District Projects shall be presented for the approval of the membership at the first District Meeting of each administration.
8. The Alice Kyle District Scholarship Committee shall be composed of at least three and not more than five members. The Alice Kyle District President shall appoint the Chairman and other members of the Committee. A member of the Scholarship Committee must recuse herself from the Committee in the event an applicant is a member of her immediate family. The Committee shall be responsible for keeping the President advised of all applications and awards.
9. The Alice Kyle District President shall appoint a committee to conduct a financial review of the Alice Kyle District Treasurer's books and financial records. The Committee Chairman shall submit a written report to the Alice Kyle District President within ten (10) days of the completion of the review of the financial records. The Alice Kyle District Director of Junior Clubs shall appoint a committee to conduct a financial review of the Alice Kyle District Junior Treasurer's books and financial records. The Committee Chairman shall submit a written report to the Alice Kyle District Director of Junior Clubs with a copy of the Alice Kyle District President within ten (10) day of the completion of the review of the Junior's financial records.
10. The Alice Kyle District Budget and Financial Committee shall be composed of at least three and not more than five members. The Alice Kyle District President shall appoint the Chairman and other members of the Committee. The annual Alice Kyle District budget shall be prepared by the Budget and Finance Committee and presented to the Executive Committee for approval prior to the annual Spring district Meeting. Copies of the approved Alice Kyle District budget shall be distributed to the membership at the Spring District Meeting for informational purposes.
11. Special awards proposed in the Alice Kyle District by a club or an individual shall be subject to the approval of the Alice Kyle District Executive Committee and shall be reviewed during each administration. Individuals or clubs desiring to establish an award shall assume responsibility for all expenses of the contest and award.
12. The Alice Kyle District shall function under the Bylaws / Standing Rules of GFWC Virginia.
13. These Standing Rules may be amended at any regular meeting of the District by a majority of those present and voting, provided the proposed amendments have been appended to the call to the meeting. If proposed amendments were not appended to the call to the meeting, the Standing rules may be amended at the meeting by a 2/3 vote of those present and voting.

## **JUNIOR STANDING RULES**

(Revised March 2012)

1. The quorum for the Junior session of Alice Kyle District Meetings shall be eight (8), provided two (2) are Junior District Officers and three (3) junior clubs are represented by delegates.
2. Annual dues of the Junior clubs of Alice Kyle District shall be \$2.00 per member, payable to the District Junior Treasurer by January 25. Junior Club Delegates will not be eligible to vote at District Meetings until their club's dues are received by the District Junior Treasurer
3. The Alice Kyle District Juniors will function under the standing rules of the Alice Kyle District Generals.
4. These Junior Standing Rules may be amended at any regular meeting of the Alice Kyle District Junior Clubs by a two-thirds (2/3) vote of those present and voting or by a majority of those present and voting, provided notice to amend was sent thirty days in advance.

## **POLICIES GOVERNING ALICE KYLE DISTRICT**

(Established 2002, Revised October 2011)

1. The Alice Kyle District's fiscal year shall be concurrent with the GFWC Virginia fiscal year.
2. No member may use Alice Kyle District's identifying insignia or in any way represent the Alice Kyle District without the authorization of the Alice Kyle District President or the Alice Kyle District Executive Committee. Clubs may have the Alice Kyle District insignia duplicated on stationery, newsletters or other paper articles provided such materials are to be used solely by the club or its members.
3. The Alice Kyle District Junior Executive Committee must obtain approval of the Alice Kyle District Executive Committee for all fund raising projects of the Alice Kyle District Junior organization.
4. No member(s) or club(s) may sell any items at Alice Kyle District Meetings without the approval of the Alice Kyle District Executive Committee.
5. Each club in the Alice Kyle District shall pay \$10.00 annually to be allocated for hostess responsibilities of the Alice Kyle District for GFWC Virginia meetings. This amount shall be sent to the Alice Kyle District Treasurer postmarked on or before January 25.
6. The Alice Kyle District President shall appoint all chairmen of departments, programs and committees. The Alice Kyle District President shall consult with the Alice Kyle District Director of Junior Clubs concerning the appointment of junior members.
7. The Alice Kyle District President and the Alice Kyle District Director of Junior Clubs shall develop Awards categories for the current administration of the Alice Kyle District to be approved by the Alice Kyle District Executive Committee. The Awards categories shall be published in the *Alice Kyle District Yearbook*. Membership figures are based on dues paid to GFWC Virginia.
8. The Alice Kyle District President shall issue the Call to all meetings of the District at least thirty (30) days prior to the meeting dates. The Alice Kyle District President or Secretary shall be responsible for the publication of the District Calls and Programs.
9. Hostess Clubs for District meetings shall work under the direction of the Alice Kyle District President. All plans shall have prior approval of the Alice Kyle District President; plans for the Junior session shall be under the direction of the Alice Kyle District Director of Junior Clubs. Expenses for hosting District Meetings are the hostess clubs' responsibility. Programs shall be a meeting expense of the District. Expenses incurred at a venue booked by the Alice Kyle District shall be the District's responsibility.
10. Lunch and the registration fee for the Alice Kyle District Officers attending the Alice Kyle District Meetings shall be each officer's responsibility.



11. Alice Kyle District officers and chairmen shall not charge fees for appearing on programs but they shall be reimbursed by the hostess group at the rate of twenty-five cents per mile in addition to toll and ferry charges for travel. Meals and overnight lodging, when necessary for the trip, will be provided by the hostess group.
12. When a Chairman or Officer attends a meeting as an official Alice Kyle District representative, she shall report to the Alice Kyle District President.
13. The Alice Kyle District Executive Committee shall set the subscription rate and advertising fee for the *Kyle-A-Gram* and the cost of the *Alice Kyle District Yearbook* for each administration.
14. The *Alice Kyle District Yearbook* and roster are for use in Federation work only and shall not be used for any other purpose or be used by any group or individual outside the Federation.
15. One copy of the *Alice Kyle District Yearbook* and all issues of the *Kyle-A-Gram* shall be supplied to members of the Alice Kyle District holding the following positions within Alice Kyle District: Club Presidents, District Executive Committee and Junior Executive Committee members, District General and Junior Parliamentarians, District Chairmen and Junior Chairmen of Departments, Programs, and Committees and District members serving on the GFWC Virginia or GFWC level. A copy shall also be supplied to the GFWC Virginia President and GFWC Virginia Director of Junior Clubs, Presidents and Directors of Junior Clubs in other districts of GFWC Virginia, and others designated by the Alice Kyle District President. Only one copy will be supplied if multiple positions are held by the same person. A copy of the *Kyle-A-Gram* shall also be supplied to Past Alice Kyle District Presidents.
16. The amount of reimbursement to the Alice Kyle District Treasurer by the Junior Clubs to cover the *Alice Kyle District Yearbook*, *Kyle-A-Gram* and other mailing expenses shall be determined by the Alice Kyle District Executive Committee on an annual basis.
17. The Alice Kyle District President's pin is the property of the Alice Kyle District and shall be worn by the current President throughout her two-year administration. The pin shall be passed to the incoming Alice Kyle District President upon her installation. In the event of the loss of this pin, the person in possession of the pin shall be responsible for its timely replacement.
18. An Alice Kyle District President's pin shall be presented to the retiring President at the end of her two-year term. The pin shall be mounted according to the wishes of the President at a cost to the Alice Kyle District for the pin and mounting not to exceed seventy-five dollars (\$75.00). It shall be the responsibility of the Alice Kyle District First Vice-President to acquire the pin and have it mounted prior to the last Alice Kyle District meeting during the second year of the administration. The cost shall be a line item in the budget in the second year of the administration.
19. Alice Kyle District memorials in the amount of \$25.00 shall be donated to the current Alice Kyle District Project on the death of an Alice Kyle District President or a Past Alice Kyle District President. Memorial donations shall be taken from the Miscellaneous Line Item of the budget.
20. The Alice Kyle District shall pay for District Arts & Crafts Contest materials such as ribbons, seals, index cards, etc., and if required, the District shall allow payment of a small stipend for judges. These amounts are not to exceed the Line Item in the budget. The hostess clubs shall be responsible for judges' lunches, gifts, etc.
21. The Standing Rules and Policies Committee, appointed by the Alice Kyle District President, shall review the policies of the Alice Kyle District during each administration. The committee shall submit any proposed amendments to the Alice Kyle District Executive Committee. These policies may be amended by a majority vote of the Executive Committee.



## **POLICIES GOVERNING ALICE KYLE DISTRICT SCHOLARSHIP**

(Established October 2011)

- 1 The Alice Kyle District Scholarship Committee shall be responsible for administering the funds of the Alice Kyle District Scholarship according to the policies governing the scholarship.
- 2 Applicant must be a resident of Alice Kyle District.
- 3 Applicant must complete the Alice Kyle District Scholarship application found in the Alice Kyle District Yearbook and return application and any other required documents to the Scholarship Committee by the specified deadline.
- 4 Based on available funds in the Alice Kyle District Scholarship Fund, the Alice Kyle District Executive Committee shall set the amount of the Alice Kyle District Scholarship by February 15 annually.
- 5 No more than three scholarships may be awarded annually.
- 6 Funds for the Alice Kyle District Scholarship Fund may be cumulative if no award is granted.
- 7 Once the Alice Kyle District Scholarship Chairman has received written notification from the recipient's college or university that the recipient is officially enrolled as a student, the Alice Kyle District Treasurer shall issue a check to the recipient. Notification of enrollment must be received by October 1 following the awarding of the scholarship or the recipient will forfeit the scholarship.
- 8 The Standing Rules and Policies Committee shall review these policies at least once per administration and the Committee shall submit any proposed amendments to the Alice Kyle District Executive Committee. These policies may be amended by a majority vote of the Executive Committee.

## **GFWC Virginia Rules and Regulations Governing the GFWC Virginia Nominating Committee**

- Names of members of the GFWC Virginia Nominating committee elected by their respective Districts and the Junior organization shall be sent by the District Secretary and the Secretary of the junior organization to GFWC Virginia Headquarters before November 5 the second year of an administration. The GFWC Virginia Third Vice President, Director of Junior Clubs, shall be advised in like manner as to the names of members of the Junior State Nominating Committee.
- Any active club member or federated club in a District may submit to its District member on the GFWC Virginia Nominating committee the name or names of proposed candidates from the District for GFWC Virginia Office.
- Names of proposed candidates shall be placed in the hands of the Chairman of the GFWC Virginia Nominating Committee by the District member on the GFWC Virginia Nominating Committee before November 15 preceding an election year. The Chairman shall mail pertinent facts concerning each candidate to each member of the Nominating Committee to study.
- Consideration shall be given at the time of the meeting to names of women whom the members of the GFWC Virginia Nominating Committee deem capable of Federation leadership, as well as to those submitted through the District.
- No endorsements may be solicited by a candidate nor by anyone on her behalf. No formal announcement of candidacy shall be sent to any club or District or be released for publication. Entertainment by a candidate's friend or friends shall be discouraged.
- No member of the GFWC Virginia Executive Board shall serve on the GFWC Virginia Nominating Committee.
- The Budget and Finance Committee shall include in the GFWC Virginia Budget, for the second year of an administration, funds to pay transportation expenses of members of the GFWC Virginia Nominating Committee to one meeting.
- Results of the final meeting of the GFWC Virginia Nominating Committee shall be released to the Press on the authority of the President of GFWC Virginia.

### **Nominating Committee**

- A Nominating Committee should be ELECTED, NOT APPOINTED.
- It should be composed of members who are not likely to become candidates (serving on the Committee does NOT disqualify a member from office) and who know the membership and those best qualified to serve as officers. The President never serves on the Nominating Committee.
- The duty of the Nominating Committee is to secure eligible and qualified members to serve as candidates for offices.
- Bylaws should contain complete and definitive information concerning nominations and elections and those provisions must be followed.
- It is usually preferable that the Nominating Committee presents a single slate. After the Committee has made its report and before voting takes place, the presiding officer must call for further nominations from the floor.

## Checklist for District Meetings

### “CALL” to District Meetings:

The District President needs the following information to include in the “Call” that will be mailed in the *Kyle-A-Gram* newsletter no less than thirty (30) days prior to each District Meeting.

- Name and address of Credentials Chairman
- Place of meeting with directions or map
- Cost of meal; menu listed if available
- Theme of meeting
- Time of registration

### Hostess Clubs Responsibilities: (Fall and Spring Meetings)

1. Hostess clubs are responsible for all incidental meeting expenses except reimbursable expenses stated in this Checklist.
2. Make all necessary arrangements for luncheon, including place cards for seating arrangements.
3. Make sure there is a piano (if requested by the president), an American Flag and chairs (labeled) for the Speaker’s platform on stage. Provide a speaker’s stand, a microphone, and a table for the Secretary if head table seating is not available. Provide a pitcher of water and glasses for the speaker’s platform. Except for the piano and microphone, the same should be provided for the Junior Meeting.
4. Entertain overnight guest speakers and members of the GFWC Virginia Executive Board when invited to the evening meal (the day before the District Meeting) and breakfast. It is customary to invite the District Officers and the Junior Officers for the evening meal, as they are the official hostesses for these guests. These courtesies are usually applicable to the meeting when GFWC Virginia officers visit with districts. Other clubwomen can be invited if requested by the District President.
5. Appoint a committee for all arrangements and decorations.
6. If requested, secure a pianist and leader for the Federation Song and National Anthem.
7. Provide coffee and refreshments during Registration. Assign a hostess for replenishing the table and mingling with the guests. The hostess clubs may elect to provide a simple or elaborate table.
8. If requested, provide a minister to give the invocation (5 minutes). Provide four pages - one to serve as the President’s page, one as the Director of Junior Clubs’ page, and two to serve as ushers and hand out programs. Additional pages will be needed when the GFWC Virginia President and Director of Junior Clubs make their official visits. Provide other local or musical talent (15 minutes) if requested by the District President.
9. Have flower arrangements for the breakfast/coffee table. This arrangement may also be used on the luncheon head table or the rostrum for the General Session. Flowers for other tables at lunch are optional.
10. Table favors are optional and may be collected or handmade.
12. Prepare signs for designated areas:
  - Special parking for District President, Junior Director, GFWC Virginia guests and/or speakers
  - Refreshments areas: Coffee and Lunch
  - Registration for Generals and for Juniors
  - Ladies Room
  - Arts and Crafts Display area and Registration Desk (Spring Meeting only)
  - Materials Distribution area (if requested by District President)
13. To assist the Arts & Crafts Chairman, hostess clubs should provide 6 - 8 women to help register Arts & Crafts and make arrangements for judges’ lunch, gifts, etc.
14. ALL arrangements must have the approval of the District President.

### **Credentials Chairman Responsibilities:**

1. Registration, using information provided on the Call, may be handled by providing name tags with the name and stickers to indicate delegate/visitor and meal payment.
2. Registration fees shall be used for the following:
  - Printed materials for Federation objectives
  - Luncheon fees for Alice Kyle District Officers, GFWC Virginia Officers and/or Chairmen or Guest Speakers
  - Travel expenses for out-of-town guest speakers or officers
  - Other expenses as may be designated in the AKD policies.
3. Keep a list of clubs and members attending. Give a copy of the final Credentials Report to the District President, District Secretary and District Parliamentarian at the end of the Meeting as a permanent record of those attending.

### **District Arts & Crafts Chairman Responsibilities: (Spring District Meeting only)**

1. Provide ample room for displays.
2. Plan to work with District Arts Chairman before meeting date to make arrangements.
3. Make number and category signs based on the number of displays and amount of room needed.
4. Hostess clubs should provide 6 - 8 women to help register Arts & Crafts.
5. Provide Arts & Crafts Registration Desk with pins, tape, extra 3x5" index cards and Arts & Crafts Program book with current categories.
6. Secure judges. The District will pay a stipend for judges; however, hostess clubs shall make arrangements for lunch, gifts, etc.

### **District Responsibilities: (District Meetings)**

1. The President and the Director of Junior Clubs (or persons designated by them) shall arrange the program.
2. Under the direction of the President, the programs may be printed by the hostess clubs and shall be paid from the District budget.
3. Luncheon fees for the District Executive Board, GFWC Virginia and GFWC officers and other guest speakers shall be paid from the District budget.
4. Any newspaper reporter secured for publicity at the meeting may be a guest of the District. The District President shall be informed in advance of the meeting if any reporters will be present.

## Checklist for District Chairmen

### Objectives:

- Promote GFWC and GFWC Virginia objectives within the District through individual clubs.
- Request a roster of club chairmen from the District First Vice President or Assistant Junior Director and share information obtained from GFWC Virginia Chairmen and Junior Chairmen with club chairmen or the club President.

### Records:

- Obtain and read records from previous District Chairmen. Keep two years and discard, with discretion, files from earlier years.
- Keep accurate records of your administration - correspondence, Conference and Convention materials, District Meeting reports, newsletter articles, copies of club reports and your District narrative report and compilation.
- Record all functions you attended as District Chairman.
- Pass this information on to the subsequent District Chairman.

### Materials:

- Contact GFWC Headquarters to obtain all publications pertaining to your Department or Program.
- Request GFWC resolutions, as Objectives and Programs often stem from these resolutions.
- Subscribe to and read the *GFWC Clubwoman* magazine.
- Read the *GFWC Virginia Yearbook*, specifically the Reporting and Bylaws sections that pertain to Districts.
- Subscribe to and read the *GFWC Virginia Clubwoman* magazine and make appropriate changes to the *GFWC Virginia Yearbook* as they appear in the magazine.
- Read your District Handbook and the Kyle-A-Gram newsletter and report in the newsletter to inform clubs about worthy Department projects and programs.

### Meetings:

- Attend GFWC Virginia Conferences and Conventions.
- Attend District Meetings.
- Attend community programs that relate to your Department or Program.
- Attend individual club meetings and/or special functions to which you are invited.

### Correspondence:

- Answer all correspondence within forty-eight (48) hours.
- Observe all deadlines.
- Send copies of your “official” correspondence to your District President or Junior Director, First Vice President or Assistant Junior Director.

### Reporting:

- Come to District Meetings well prepared to give a brief and concise report.
- At reporting time, provide assistance to individual clubs when requested.
- Read and judge club reports received after January 25 based on judging criteria provided. Complete your compilation narrative (statistical report) and send to your State Chairman. Provide to the District First Vice President or Assistant Junior Director a list of award winners by MARCH 1 to be announced at the Spring District Meeting.

### Relationships:

District President, First Vice President, Director of Junior Clubs, Assistant Director of Junior Clubs:	Send copies of all correspondence to keep them knowledgeable about your actions
District Chairmen:	Stay in touch. Consider joint projects/workshops for General/Junior clubs. Keep each other informed of your projects.
Individual clubs:	Contact clubs and offer help - assist in workshops, plan programs, serve as a speaker or find a speaker in their area.
GFWC Virginia Chairmen:	Introduce yourself, ask questions and offer help. Observe reporting deadlines. Share information from the State Chairman with clubs.

## Checklist for Club Presidents

**ORIENTATION:** *This step is important to develop familiarity with the resources available to you to and to ensure that you are comfortable in your role as a leader.*

- √ Read the *Alice Kyle District Yearbook*, the *GFWC Virginia Yearbook*, and the *GFWC Yearbook* from cover to cover.
- √ Read the District newsletter, *Kyle-A-Gram*, the State magazine, *The Virginia Clubwoman*, and the International magazine, *The GFWC Clubwoman*. Pass on all information to officers and club chairmen and club members.
- √ Study *Roberts Rules, Newly Revised* to be comfortable with your parliamentary knowledge.
- √ Orient your new Board members to ensure they are fulfilling their roles and responsibilities
- √ Study District Courtesy suggestions with your Board and Club.

**PLANNING:** *This step is important to align club programs and projects with GFWC objectives, utilize GFWC and GFWC Virginia resources to assist in implementing your programs and projects and to communicate your initiatives to the District and State.*

- √ Support GFWC and GFWC Virginia Department and Program Objectives.
- √ Review the *GFWC Yearbook* -“**List of Materials Available From Headquarters**”. Order appropriate materials and share with your chairmen, officers and club members
- √ Attend all Alice Kyle District meetings, GFWC Virginia and Conventions.
- √ Notify your club chairmen to make contact with the District /Junior Chairmen.
- √ Obtain extra copies of the following for club chairmen and officers:
  - *Alice Kyle District Yearbook* from the Editor of the Handbook
  - *GFWC Virginia Yearbook* from GFWC Virginia Headquarters
  - *GFWC Yearbook* from GFWC Headquarters.
- √ Encourage officers and club members to subscribe to:
  - District newsletter, *Kyle-A-Gram*
  - State magazine, *GFWC Virginia Clubwoman*
  - International magazine, *GFWC Clubwoman*.
- √ Send your club Yearbook to:
  - Generals - District President and Director of Junior Clubs
  - Juniors - Director of Junior Clubs.
- √ Send your club newsletter to:
  - GFWC Virginia President or GFWC Virginia Director of Junior Clubs
  - GFWC Virginia Public Relations Chairman
  - Alice Kyle District President and Alice Kyle District Director of Junior Clubs
- √ Plan to extend your membership program by gaining and retaining club members.

**REPORTING:** *This step is important to document your club programs and projects for club archives, for District and State historical club records and for District and State Awards.*

- √ Remind your chairmen to keep accurate record for reporting purposes.
- √ Prepare to enter all awards offered for club work by the District, State and GFWC.
- √ Review reports with our chairmen before sending them to GFWC and to District Chairmen.
- √ Pay District Dues by January 25:
  - Generals (District Treasurer)
  - Juniors (Junior Treasurer)
- √ Send the “*Important Notice to Presidents*” Form to the District President by April 1 of each club year, **REGARDLESS OF WHETHER NEW OFFICERS ARE INSTALLED.**

## Helpful Hints for Presidents

1. A successful meeting will be determined by:
  - Your organization and planning of the Order of Business prepared in advance, and
  - The manner in which you conduct the meeting.
2. Give duplicate copies of the Agenda to the Secretary and to other officers as desired.
3. Call the meeting to order on time. Stand to introduce business, but sit during its transaction.
4. Do not call on Officers or Chairmen who do not have reports.
5. Officers and Chairmen who do have reports should sit near the front of the room and should stand in front of the group to give reports.
6. Chairmen who prepare Motions pertaining to the business of their committee or department or program should come prepared with the motion in writing, making **THREE COPIES** - for the President, Recording Secretary and File.
7. All reports are given in the third person.
8. The First Vice President and Secretary generally sit at the head table with the President.
9. Recommendations from the Executive Board can be read by the President, Vice President or Secretary.
10. Recommendations from the Board do not need to be seconded.
11. Never adopt a Treasurer's Report at a regular meeting. Announce that the report will be filed for audit. The auditor's report, when presented, should be adopted.
12. Recognize the member who rises first after the last speaker is seated and not the one who has been standing when another has the floor.
13. Announce that the Chairman of the Program will "present the program". Do not say, "We will now turn the meeting over to....."
14. Continue to keep the Chair at the Annual Meeting after the new Officers are elected and installed, for it is the duty of the retiring President to complete the business of the Annual Meeting and formally adjourn the meeting.
15. Essentials for you, the organized President, are:
  - An Order of Business
  - Bylaws and Standing Rules
  - Parliamentary Manual
  - Gavel
  - Pen or pencil and paper
  - A watch to time your meeting to prevent it being too long.

**REMEMBER** - YOU represent your club; therefore, always be well-groomed, well-informed, tactful, cooperative, courteous and ENTHUSIASTIC.



## Parliamentary Notes

### *Purpose of Parliamentary Procedure:*

- Expedite business
- Maintain order
- Ensure justice
- Provide equal treatment for all members
- Help the organization to accomplish the purpose for which it was founded

### *Parliamentary Law Fundamentals are based on respect for rights of:*

- The Majority
- The Minority
- The Individual Member
- The Absentees
- All These Together

### *General rules to remember:*

1. Always say “Present”, not “Here”
2. Always address the Presiding Officer as “Madam President” or “Madam Chairman”
3. Matters should not be discussed until they have been placed before the group in the form of a motion and seconded, and stated by the Chairman. It is allowable for the maker of a motion to preface the motion with a brief explanation. Questions may be asked during reports without making a motion to discuss.

### *To make a motion:*

1. Arise, address the Chair - “Madam President” - await recognition.
2. The Chair gives recognition by calling name of first member to rise.
3. State motion and resume seat. All motions should be stated in the affirmative - “I move”, NOT “I make a motion”.
4. Another member seconds the motion without rising. If a motion is not seconded, it is lost.
5. Statement by chair (cannot be discussed until stated) - “It has been moved and seconded that ... (state motion)... Is there any discussion?” Chair calls for vote, then declares result and implements action.
6. Note the following:
  - Any motion which curtails a basic privilege requires a two-thirds (2/3) vote.
  - When a motion has been made, seconded and stated by the Chair, it can be WITHDRAWN only by general consent or by a majority vote. The Maker of the motion may withdraw a motion only before the Chair has stated it. After it has been stated, a motion must be made in order to withdraw.
  - All main motions must be seconded. This does not apply to Board Recommendations or Committee Recommendations, since these have previously been voted upon by a group, which is equivalent to a second.
  - AMEND is a motion to change the wording - and within certain limits the meaning - of a pending motion before the pending motion itself is acted upon. There may be only two (2) amendments pending at the same time. Start the vote with the second amendment, then proceed to the first amendment, then vote on the motion as amended. Action taken by a motion is binding upon the whole membership, committing every member, including the “silent majority”, to support action.



*Four Main Classifications of Motions:*

- Main (or principal) Motion - Introduces new business. Until disposed, nothing else is considered as a main motion.
- Subsidiary Motion - Must pertain to main motion. Its purpose is to modify, delay or dispose of the motion. For example, it may be amended, referred to a committee, postponed to a later time, etc.
- Incidental Motion - Arises out of business that was, is, or may be pending (i.e., motion to withdraw). Takes precedence over main motion. Most are not debatable.
- Privileged Motion - Takes precedence over ALL motions. It is not debatable (i.e., motion to adjourn or recess).

*No main motion is in order that conflicts with national, state or club law, or with the bylaws or rules of the organization. Such a motion, even if adopted, must be declared null and void.*

Our parliamentary authority is *ROBERT'S RULES OF ORDER NEWLY REVISED*.

**Buy a book on parliamentary procedure!  
You will be glad you did!**

## Alice Kyle District Reporting Tips 2014-2016

### Alice Kyle District Dues & Contributions INSTRUCTIONS:

Instructions	Use	<i>AKD Yearbook</i>
Alice Kyle District Dues	General and Junior dues amounts, where to pay, where to send	Page 36
General Rules for Special Awards	Lists rules and criteria for submitting District Special Awards	Page 37

### Alice Kyle District FORMS:

Form	Used to Report	Deadline	<i>AKD Yearbook</i>
Dues & Contributions - Generals & Junioresettes	Membership dues and donations to district funds and projects. (Supplemental Dues)	January 25  (April 15)	Page 38
Dues & Contributions - Juniors	Junior membership dues and donations to district funds and projects. (Supplemental Dues)	January 25  (April 15)	Page 39
District Special Awards and Narrative	Club projects/programs meeting specific criteria for Special Awards offered in the District. Must be accompanied by a Narrative.	January 25	Pages 40 - 41
District Project	Hat Creek Camps and Conference Center Pathway to Prayer Contributions	rolling	
District Honor Society	Federation-related activities	February 1	Pages 42 - 43
Membership Award	Membership-related activities	March 1	Pages 44 - 45
Information for District History	Club facts, member information and project/program for District archives.	March 1	Pages 46 - 47
Club of the Year	Entry form for Club of the Year Award	March 1	Page 48
Important Notice to Club Presidents	<b>Annual</b> update of Name and Address of club President and Treasurer for District Yearbook.	April 1	Page 49

## Alice Kyle District Reporting Tips (Continued)

### Alice Kyle District SCHOLARSHIP FORM:

<b>Application</b>	<b>Eligibility</b>	<b><i>AKD Handbook</i></b>
AKD Student Scholarship Fund	Any student applicant residing in the Alice Kyle District	Page 50 - 51

### Alice Kyle District ACHIEVEMENT AWARDS:

<b>Award</b>	<b>Purpose</b>	<b><i>AKD Handbook</i></b>
Club Award Size Categories	Recognizes outstanding accomplishments based on club's size	Page 52
Student & Member Art Contests	Provides details of Contests at District and State levels	Page 53
Membership Attendance Award	Recognizes club attendance at District meetings as a percentage of club membership	Page 53



## Alice Kyle District Special Awards

### General Rules for Special Awards

1. Reports will be judged on work done from January 1 through December 31 of each year.
2. ALL clubs, general, junior, and juniorette, may enter.
3. Entries must be submitted to the appropriate chairman postmarked **on or before January 25**.
4. All entries must be submitted on the form entitled **Alice Kyle District Special Awards** form found in this Yearbook. **IMPORTANT:** Remember to make copies of this form for **each** Special Award for **both reporting years** of this administration.
5. A one-page narrative, one side only, may be attached to the Special Awards Form.
6. Include in the Narrative the number of members involved, money spent/raised, money contributed, hours contributed, and results of the project.
7. Scrapbooks and clippings will not be accepted.
8. Awards will be presented at the Spring District Meeting.
9. Chairmen of the Special Awards must report winners to the Alice Kyle District Reporting Chairman **by February 25** of each year.

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### Betty Walter Newsletter Award

This award is presented by the GFWC Amherst Woman's Club in honor of club member Betty Walter who has served as their club Editor of the Gazette for over a decade. It will be presented annually and is a cash award of \$25. The criteria used for the judging of this award shall be the same as those used by GFWC Virginia. It is the hope of 171 Magnolia Lane

Monroe, VA 24575 the GFWC Amherst Woman's Club to stimulate interest in and appreciation for the work of those who publish club newsletters. Clubs should submit a minimum of three newsletters published between January 1 and December 31.

If there are fewer than two entries, no award shall be made. The decisions of the chairman are binding. **Entries should be sent to the AKD Communications / Identity Chairman: Ellen Pettyjohn, 171 Magnolia Lane, Monroe, VA 24575, 434-929-4128**

## Dues & Contributions Form – Generals & Juniores

(DEADLINE: January 25)

**Club Name:** \_\_\_\_\_

**Club Treasurer's Name:** \_\_\_\_\_

**Club Treasurer's Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**IMPORTANT:**

- Alice Kyle District dues for General/Juniorette Clubs are due **by January 25** each year. Clubs not paying dues on the due date will not be eligible to vote at the Spring District Meeting.
- For each year of this administration, make a copy of this form. Send the copy with your check to the District Treasurer.

**DUES and CONTRIBUTIONS**

District <b>General</b> Dues: <b>\$1.00 per member</b> x _____ members ( <b>due January 25</b> )	\$
District <b>Juniorette</b> Dues: <b>\$0.50 per member</b> x _____ members ( <b>due January 25</b> )	\$
District <b>General</b> Supplemental Dues: <b>\$1.00 per new member</b> x _____ new members ( <b>due April 15</b> )	\$
GFWC Virginia Conference/Convention Fund @ <b>\$10.00 per General club only</b>	<b>\$10.00</b>
District Student Scholarship Fund	\$
District Project - Patrick Henry Boys & Girls Plantation (Optional) <b>NOTE: Donation will be applied to the Patrick Henry General Fund unless otherwise designated.</b>	\$
<b>TOTAL DUES &amp; CONTRIBUTIONS – GENERALS or JUNIORETTE</b>	\$  <b>Write check for this amount</b>

- Write **ONE CHECK** payable to **Alice Kyle District** for the **TOTAL DUES & CONTRIBUTIONS – GENERALS or JUNIORETTE** amount listed on the Form.
- Record number of members on your check.
- Mail Dues & Contributions Form and check **by JANUARY 25** to:  

**Susan Oertel, District Treasurer**  
**525 Raines Tavern Road**  
**Farmville, VA 23901**



**Alice Kyle District Special Awards**  
**(DEADLINE: January 25)**

**Make copies of this Special Awards Form for EACH Special Award  
for EACH reporting year of this administration.**

**Name of Award** \_\_\_\_\_

**Club Name:** \_\_\_\_\_

**Number of Members:** \_\_\_\_\_

**Club President:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**# of Members involved:** \_\_\_\_\_

**Money spent/raised:** \_\_\_\_\_

**Money contributed:** \_\_\_\_\_

**Hours contributed:** \_\_\_\_\_

**Result of project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Narrative may be one page, single spaced, one side only.

Mail this Special Awards Form and the attached one-page Narrative **by JANUARY 25** to the appropriate Chairman listed below:

Betty Walter Newsletter Award  
(GFWC Amherst Woman's Club Award)

Ellen Pettyjohn  
171 Magnolia Lane  
Monroe, VA 24575



## Alice Kyle District Special Awards Narrative

**CLUB** \_\_\_\_\_ **AWARD** \_\_\_\_\_

## Alice Kyle District –“Pathway to Prayer” Deck Project Hat Creek Camps & Conferences

One Alice Kyle District State Conservation Project worth continued promotion is our “**Pathway to Prayer,**” building a tiered deck at Hat Creek Conference Center. A Retreat means different things to different people: a place of solace, serenity, peace; a time to reflect, unwind, get-away; a connection to Nature, a life force or a Higher Power. To keep this fundraising effort alive between now and the Spring District meeting, please consider making one of the following:

- *Christmas and/or family gift donation*
- *Club donation*
- *Honorary or memorial donation*

Each donor will receive a Thank You Gift Card and a ruler designating the size “plank” gifted:

- \$10.00 gift – 6” Pathway to Prayer plank
- \$25.00 gift – 12” Pathway to Prayer plank
- \$50.00 gift – 18” Pathway to Prayer plank
- \$100.00 gift - \$36” Pathway to Prayer plank



**AKD “Pathway to Prayer” Project  
PHFS Hat Creek Camps &  
Conferences**

Checks for the Pathway to Prayer fundraisers should be made payable to **Alice Kyle District** and mailed to **Bonnie Rosemond, 1021 Phelps Creek Road, Gladys, VA 24554**. Please include the **donor name and address with the check** so the “Pathway to Prayer” Gift Card and “plank” may be mailed to the recipient. Recipient’s name, Donor’s name and amount of donation will be post in the Alice Kyle District Newsletter, the “*Kyle-A-Gram*”.

### “Pathway to Prayer” Project

<u>Donor Name &amp; Address</u>	<u>Amount</u>	<u>Recipient</u>	<u>Recipient Address</u>

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## Alice Kyle District Honor Society

(Deadline: February 1)

The Alice Kyle District Honor Society is recognition of a club's high level of participation in Federation activities. All work must have been accomplished during the year January 1 – December 31. **In order to qualify, your club must meet a minimum point level for each section.** Qualifying clubs will receive special recognition according to the level of achievement at the Spring Meeting of the Alice Kyle District. **Entries must be postmarked by February 1.** There will be three award categories:

<b>Bronze Level: Minimum of 12 points total</b> <b>Silver Level: Minimum of 18 points total</b> <b>Gold Level: Minimum of 25 points total</b>
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### Section I. Federation Activities

Award one point for each area your club participated in through projects, donations of money/goods, or club/community awareness campaigns. **(minimum for eligibility: 4 points)**

- \_\_\_\_\_ Have a Federation or Orientation Program to promote understanding of GFWC VA and GFWC
- \_\_\_\_\_ Participate in a joint activity with another GFWC Virginia club
- \_\_\_\_\_ Participate in a joint activity with another civic organization (other than a GFWC club)
- \_\_\_\_\_ Participate in GFWC or GFWC Virginia Membership Initiatives
- \_\_\_\_\_ Participate in the GFWC Virginia State Fair
- \_\_\_\_\_ Support the District Project – Patrick Henry Family Services
- \_\_\_\_\_ Support the District State Project – Breast Cancer Awareness
- \_\_\_\_\_ Sponsor a student to attend the HOBY Virginia Leadership Seminar
- \_\_\_\_\_ Support the Women's History and Resource Center, visit GFWC Headquarters or donate the club's history to your community
- \_\_\_\_\_ Have a member submit a GFWC or GFWC Virginia LEADS application
- \_\_\_\_\_ Have a member(s) serving at an appointed or election position at District or GFWC VA level
- \_\_\_\_\_ Have an Alice Kyle District or GFWC VA officer attend a club meeting or club function (applies only if NOT a member of your club)

### Section II. Alice Kyle District and Federation Funding

Award one point for each area in which your club or club members made a contribution during this club year (January 1 – December 31). **(minimum for eligibility: 3 points)**

- \_\_\_\_\_ Alice Kyle District Scholarship Fund (minimum \$20 contribution)
- \_\_\_\_\_ GFWC Virginia Phyllis V. Roberts Scholarship Fund (minimum \$5 contribution)
- \_\_\_\_\_ GFWC Virginia Mary Macon McGuire Scholarship (minimum \$5 contribution)
- \_\_\_\_\_ GFWC Virginia Endowment Fund / GFWC Virginia Dogwood Society
- \_\_\_\_\_ GFWC Virginia Endowment Fund / 1907 Society
- \_\_\_\_\_ GFWC Virginia Junior Continuing Project – United Cerebral Palsy/Camp Easter Seals Virginia (Juniors and Generals - minimum \$20 contribution)
- \_\_\_\_\_ Support CARE, Operation Smile, Canine Companions Programs

- \_\_\_\_\_ Support GFWC Signature Project - Domestic Violence/Child Abuse Awareness & Prevention Programs
- \_\_\_\_\_ GFWC Virginia Arts Contests Fund (minimum \$5 contribution)
- \_\_\_\_\_ GFWC Virginia Headquarters Operating & Maintenance Fund (minimum \$5 contribution)
- \_\_\_\_\_ GFWC Virginia State Project – “*Conservation and Natural Resource Awareness*”
- \_\_\_\_\_ Purchase a *Kyle-A-Gram* subscription
- \_\_\_\_\_ Purchase an advertisement in the *Kyle-A-Gram*
- \_\_\_\_\_ Purchase a *The Virginia Clubwoman* or a *GFWC Clubwoman* subscription
- \_\_\_\_\_ Purchase a *GFWC Manual*, *GFWC VA Yearbook* and/or *Alice Kyle District Yearbook*

**Section III. Federation Meetings**

Award one point for each meeting in which your club sent a representative during this club year (January 1 – December 31). **(minimum for eligibility: 3 points)**

- \_\_\_\_\_ Alice Kyle District Spring Meeting (March)
- \_\_\_\_\_ Alice Kyle District Fall Meeting (October)
- \_\_\_\_\_ GFWC Virginia Convention (April)
- \_\_\_\_\_ GFWC Virginia Conference (August)
- \_\_\_\_\_ GFWC Convention (June)
- \_\_\_\_\_ Southeastern Region Meeting (November)

**Section IV. Special Awards**

Award one point for each area special award your club sponsored or entered for work done between January 1 and December 31. These reports must be postmarked by January 25. **(minimum for eligibility: 2 points)**

- \_\_\_\_\_ Alice Kyle Honor Society Award
- \_\_\_\_\_ Betty Walter Newsletter Award (GFWC Amherst Woman’s Club Award)
- \_\_\_\_\_ Alice Kyle District Membership Award

To enter, complete this form by scoring one point for each area of participation. It is not necessary to total points. Send one copy of this form to:

Patty Pedrick  
AKD President  
603 Trents Mill Road  
Cumberland, VA 23040

Club Name: \_\_\_\_\_

Club President: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Alice Kyle District Membership Award  
2014 - 2016**

**This award made possible by LIONHEART RESORTS in Cumberland, VA 23040**

Owner

**Richard Kingswell**

The Alice Kyle District Membership Award is recognition of a club's participation in membership activities and results of Retaining and Recruiting. Time frame of accomplishments will be from January 1, 2012 – February 28, 2013 for the first year of this administration and March 1, 2013 – February 28, 2014 for the second year of this administration. Qualifying clubs will receive recognition according to criteria listed below, at the annual Alice Kyle District Spring Meeting. **Entries must be postmarked by March 1.**

- .....
- 1<sup>st</sup> Place Award..... \$75.00 and Certificate
  - 2<sup>nd</sup> Place Award.....\$25.00 and Certificate
  - 3<sup>rd</sup> Place Award..... Certificate
- .....

**Section I. RETAINING (minimum for eligibility: 6 points)**

- \_\_\_\_\_ Recognize your members with 50 years of service to GFWC by presenting your Golden Members with a 50-year pin and Certificate. **(2 points for Recognition Activity)**
  
- \_\_\_\_\_ Recognize your members with 25 years of service to GFWC by presenting them with a 25-year pin and Certificate. **(2 points for Recognition Activity)**
  
- \_\_\_\_\_ Recognize your members with 5 and 10 years of service to GFWC by presenting your member with 5 year pin / 10 year pin or certificates. **(2 points for Recognition Activity)**
  
- \_\_\_\_\_ Apply for a GFWC Virginia Membership Grant. **(2 points for Application)**
  
- \_\_\_\_\_ Apply for a GFWC Membership Grant. **(2 points for Application)**
  
- \_\_\_\_\_ Conduct a club program on GFWC History, Accomplishments, and Advocacy. **(2 points for Program)**
  
- \_\_\_\_\_ Subscribe to online GFWC News and Notes **(2 points for 100% participation of members who email)**
  
- \_\_\_\_\_ Establish a Club Membership Committee **(2 points for Committee)**

**Section II. RECRUITING (minimum for eligibility: 14 points)**

\_\_\_\_\_ Hold a Membership Recruiting Activity (2 points for Activity)

\_\_\_\_\_ Submit Membership coupon fro each new member **“Open your House to New Members”**  
(2 points per Coupon submitted)

Participate in your GFWC Virginia Seasonal Membership Campaign Membership –  
**“A Proud Past and a Promising Future”**

\_\_\_\_\_ WARM UP WITH NEW FRIENDS – Summer (June, July and August) Report due  
September 1. (2 points for Participation)

\_\_\_\_\_ RAKE IN NEW FRIENDS– Fall (September, October, and November) Report due  
December 1. (2 points for Participation)

\_\_\_\_\_ A FLURRY OF NEW FRIENDS– Winter (December, January and February) Report  
due March 1. (2 points for Participation)

\_\_\_\_\_ GROW NEW FRIENDS – Spring (March, April and May) Report due June 1.  
(2 points for Participation)

\_\_\_\_\_ Take initiatives to develop a new Alice Kyle District General, Junior and or Juniorette  
Club. (Initiatives must include Contact information to Start-up Meeting) (2 points for efforts)

\_\_\_\_\_ Establish a new Alice Kyle District General, Junior and or Juniorette Club.  
(4 points for establishment)

To enter, complete this form by scoring points for each area of participation. It is not necessary to total points. Send one copy of this form to:

**Patty Pedrick  
AKD President  
603 Trents Mill Road  
Cumberland, VA 23040**

Club Name: \_\_\_\_\_

Club President: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Information for Alice Kyle District History**  
**(DEADLINE: March 1)**

**Club Name:** \_\_\_\_\_

**Number of Members:** \_\_\_\_\_

**County/City:** \_\_\_\_\_

**Club President:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**1<sup>st</sup> Vice President:** \_\_\_\_\_

**2<sup>nd</sup> Vice President:** \_\_\_\_\_

**Recording Secretary:** \_\_\_\_\_

**Corresponding Secretary:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Historian:** \_\_\_\_\_

**Parliamentarian:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

**Total Dollars Raised:** \_\_\_\_\_

**Community Improvemt Project:** \_\_\_\_\_

**Awards Received:** \_\_\_\_\_  
 (District & State level, including club member recognition)

Club Member	District position held
	<b>GFWC Virginia position held</b>
	<b>GFWC position held</b>

On the back of this sheet, summarize the most important projects and programs of the current club year (January 1 - December 31). Referring to department reports, provide details on projects benefiting the whole community. List scholarships and donations to local, District and State projects. This report will be archived in the District to provide a permanent record of your club's annual projects and programs.

**Mail this District History by MARCH 1 to:**                      **Patty Pedrick**  
    **AKD President**  
    603 Trents Mill Road  
    Cumberland, VA 23040

## Information for Alice Kyle District History

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**Club Name**

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**Club President's Signature**



**Alice Kyle District Club of the Year**  
**(DEADLINE: March 1)**

People are often attracted to an organization by the works that they do. They often stay not only because of the wonderful things that are being accomplished by the members of the organization, but because of the fellowship within that organization as well.

The primary focus of this administration at the GFWC and GFWC Virginia levels is increasing and/or maintaining our membership levels. It is important for our Federation to recruit new members as well as work to retain our current members by making our club environment one that welcomes members for service. During this administration, the Alice Kyle District **Club of the Year Award** will be presented to the General or Junior Club whose members most exemplify that wonderful spirit of fellowship.

This award is intended to honor clubs whose members work together to make their club a welcoming environment for service not only for their current members but also for any prospective members. It is also intended to honor those clubs whose members go beyond the ordinary courtesies to care for each other in times of need or stress. It will honor those who offer an exceptional support system for the members of the club. Every club in our district offers courtesies to its members – this award is intended to recognize the club whose members have gone above and beyond what is expected of them in supporting their fellow clubwomen.

One club will be presented with this award at each Alice Kyle District Spring Meeting during this administration. Size categories are not relevant. The winning club will receive a special keepsake and certificate.

Entries must be postmarked by **March 1**. To nominate a club, complete this form and mail **two (2)** copies to:

**Patty Pedrick**  
**AKD President**  
603 Trents Mill Road  
Cumberland, VA 23040

CLUB NOMINATED:

---

Name of member entering nomination:

Phone:

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Please explain why you think this club should be chosen as the Alice Kyle District Club of the Year. Give concrete examples of efforts of this club's members to support each other above and beyond the usual courtesies and recognitions. Please limit entry to one page.

**Important Notice to Club Presidents**  
**DEADLINE - APRIL 1 EACH YEAR**

**This notice must be sent yearly even if there is no change in club officers.**

Each year after the election of club officers, this Notice must be sent by General Clubs and Junior Clubs to:

- GENERALS - to your District President.
- JUNIORS - to your District President and Director of Junior Clubs.

Please send accurate information. This data is needed for the *GFWC Virginia Yearbook* and the *Alice Kyle District Yearbook*.

<b>Name of Club</b> _____		
<b>Name of President</b> (First Name, Last Name) _____		
<b>Home Phone &amp; Work Phone</b>	<b>E-mail address</b>	
_____	_____	_____
<b>Street</b> _____		
<b>City</b> _____	<b>State</b> _____	<b>Zip</b> _____
<b>Name of Treasurer</b> (First name, Last name) _____		
<b>Home Phone &amp; Work Phone</b>	<b>E-mail address</b>	
_____	_____	_____
<b>Street</b> _____		
<b>City</b> _____	<b>State</b> _____	<b>Zip</b> _____

**Mail this notice to:**

**GENERAL & JUNIOR CLUBS:**

**Patty Pedrick**  
**AKD President**  
**603 Trents Mill Road**  
**Cumberland, VA 23040**

**JUNIOR CLUBS:**

**Sterling Byrd-Roberts**  
**AKD Director of Junior Clubs**  
**100 Forest Drive**  
**South Boston, VA 24592**

**Alice Kyle District of the General Federation of Woman's Clubs -Virginia**  
**Student Scholarship**  
**(DEADLINE: April 15)**

The members of the Alice Kyle District, General Federation of Women's Clubs of Virginia are proud to offer Alice Kyle District Student Scholarships to any student applicant residing in the Alice Kyle District. As an organization, we recognize the importance of education in today's society and believe that the benefits far outweigh the costs. This scholarship is designed to help in a small way to defray those costs.

Please complete the following application and return it to:

**Amy Griffin**  
**P.O. Box 147**  
**Nottoway, VA 23955**

The deadline for the Alice Kyle District Student Scholarship is **NO LATER THAN APRIL 15.**

**TO BE COMPLETED BY THE APPLICANT: (Please print clearly or type.)**

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**SCHOOL INFORMATION**

Name of College/University: \_\_\_\_\_

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

Expect to enroll in: \_\_\_\_\_ Session \_\_\_\_\_  
Name of College/University/Technical School

Have you been accepted? \_\_\_\_\_

What will be your major field of study? \_\_\_\_\_

1 year \_\_\_\_\_ 2 year \_\_\_\_\_ 3 year \_\_\_\_\_ 4  
year \_\_\_\_\_

Have you been accepted? \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Current G.P.A. \_\_\_\_\_

**SAT SCORES:**

Verbal \_\_\_\_\_ Math \_\_\_\_\_ Date Taken \_\_\_\_\_

A. Please provide a list of all extra-curricular activities for which you have been actively involved. Also indicate any office held, honors or awards received, or other notable achievements: (use a separate sheet if more space is required.)

B. What has been your work experience, if any?

C. Please prepare a one page response to the following question. Please limit your response to only one page. (Please attach a separate sheet with your response.)

*Some localities across Virginia and the nation are considering making community service mandatory for students as a requirement for graduation. Do you agree or disagree with such a proposal and do you think community service, either mandatory or voluntary, is a beneficial part of a student's total learning experience?*

D. Name of Sponsors:

(1) \_\_\_\_\_  
School Principal/Guidance Counselor Telephone Number

(2) \_\_\_\_\_  
Title/Relationship Telephone Number

(3) \_\_\_\_\_  
Title/Relationship Telephone Number

(4) \_\_\_\_\_  
Club Sponsor General/Junior Federation Member

\_\_\_\_\_  
Title/Relationship Telephone Number

Signature of Applicant \_\_\_\_\_

Date of Application: \_\_\_\_\_

The Alice Kyle District Student Scholarship Committee will consider all applications equally, and all applicants will be given due consideration, regardless of sex, race, religion, or economic background. The scholarship winner will be chosen based on demonstrated strength in communications skills, leadership potential, and academic performance.

## Alice Kyle District Achievement Awards

The purpose of District Department and Program awards is to recognize the outstanding accomplishments of the clubs during a one-year period. Membership size is considered; General and Junior clubs are categorized proportionately as shown below. District Chairmen shall select the recipients from information compiled in the annual reports, including statistics AND narratives. If a chairman's club is considered for an award, she MUST use outside judging in that category. The following awards will be presented at the Alice Kyle District Spring Meeting: **BEST OVERALL** in each category and **BEST SINGLE PROJECT** in each category.

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### **CLUB AWARD SIZE CATEGORIES** (used for judging reports for the 2014 calendar year)

#### **SMALL CLUB CATEGORY (1 – 12)**

GFWC Amherst Junior Woman's Club	5
Farmville Junior Woman's Club	9
Blackstone Woman's Club	12
The GFWC Lynchburg Suburban Woman's Club	8
GFWC Charlotte County Woman's Club	10
South Boston/Halifax Junior Woman's Club GFWC	10

#### **MEDIUM CLUB CATEGORY (13 - 24)**

Virgilina Woman's Club	15
GFWC - Lynchburg Junior Woman's Club	15
GFWC-Appomattox Junior Woman's Club	16
GFWC Woman's Club of Appomattox	19
Crewe Junior Woman's Club	22
Young Ladies of Cumberland, Juniorettes	14
GFWC Tuesday Woman's Club	21
Brookneal Woman's Club, Member of GFWC	21

#### **LARGE CLUB CATEGORY (25 and over)**

Woman's Club of Buckingham County, GFWC	27
Woman's Club of Cumberland, GFWC	30
Woman's Club of Farmville, Virginia GFWC	39
GFWC Amherst Woman's Club	99

## **Student and Member Art Contests**

Student Art may be submitted in the GFWC Virginia contest for art students in grades one through twelve. Rules governing the contest are found in the *GFWC Virginia Art Department Rules and Instructions Booklet*. The same rules apply to both the student art and club level art contests and both may be held at the same time, with blue ribbon entries going on to District and State competition. Clubs may elect to sponsor a school within their area by contacting the school in September to provide information such as eligibility, requirements and deadlines. Sponsoring clubs must complete a 3x5 Registration Card **for each blue-ribbon winner in each category** and mail to the Alice Kyle District Arts and Crafts Chairman by **the date published in the Kyle-A-Gram**.

## **Membership Attendance Award**

Membership Attendance Award Certificates are awarded at each District Meeting to a large and a small club that has the largest percentage of club members in attendance at the meeting. *Hostess clubs are not eligible for this award.*

It is **not** necessary to submit any Report Form to be eligible for this Award.

**GFWC Virginia and AKD Report Distribution Matrix 2014-2016**  
 GFWC Virginia Reports Distribution Matrix found on pages 95-99 of the GFWC  
 2014 Yearbook - modified for AKD Club Presidents and District Charimen

<b>Who</b>	<b>What?</b>	<b>Where?</b>	<b>When</b>
<b>Club Presidents (General)</b>	<ul style="list-style-type: none"> <li>• GFWC Virginia Statistical Form – Annual Club Record</li> <li>• GFWC Virginia Narrative Report Form</li> <li>• Dues and Contributions Form (State and District)</li> <li>• AKD Special awards</li> <li>• AKD Honor Society</li> <li>• AKD Membership Award</li> <li>• AKD History</li> <li>• AKD Club of the Year Award</li> </ul>	<p><u>District President:</u> 3 copies of GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms.</p> <p><u>District Chairmen:</u> 2 copies of GFWC Virginia Statistical Form – Annual Club Record and 2 copies of ALL GFWC Virginia Narrative Report Forms to the appropriate District Chairman.</p> <p><u>GFWC Virginia Headquarters:</u> 1 copy of completed GFWC Virginia Dues and Contributions Form and check.</p> <p><u>District Treasurer:</u> 1 copy of completed District Dues Form and check.</p> <p><u>AKD Special Awards Chairman:</u> 1 copy of Special award entry</p>	<b>January 25</b>
		<p><u>District President:</u> AKD Honor Society</p> <p><u>District President:</u> District Club of the Year award; AKD History; AKD Membership award</p> <p><u>Club Records:</u> 1 copy of all documentation</p>	<b>February 1 March 1</b>
<b>Club Presidents (Junior and Juniorette)</b>	<ul style="list-style-type: none"> <li>• GFWC Virginia Statistical Form – Annual Club Record</li> <li>• GFWC Virginia Narrative Report Forms</li> <li>• Dues and Contributions Form (State and District)</li> <li>• GFWC Virginia Junior Honor Society Form</li> <li>• GFWC Virginia Junior Special Awards Entries</li> <li>• GFWC Virginia Junior Contributions Form</li> </ul>	<p><u>District Director of Junior Clubs:</u> 4 copies of GFWC Virginia Statistical Form – Annual Club Record and 3 copies of ALL GFWC Virginia Narrative Report Forms</p> <p><u>District Chairman:</u> 3 copies of GFWC Virginia Statistical Form – Annual Club Record and 3 copies of ALL GFWC Virginia Narrative Report Forms to the appropriate District Chairman.</p> <p><u>GFWC Virginia Headquarters:</u> 1 copy of completed GFWC Virginia Dues and Contributions Form with check and 1 copy of completed GFWC Virginia Junior Contributions Form with check.</p> <p><u>District Junior Treasurer:</u> Completed District Junior Dues Form and check.</p> <p><u>AKD Special Awards Chairman:</u> 1 copy of Special award entry</p>	<b>January 25</b>
		<p><u>District President:</u> AKD Honor Society</p>	<b>February 1</b>

<p><b>Club Presidents (Junior and Juniorette) Continued</b></p>		<p><u>District President:</u> District Club of the Year award; AKD History; AKD Membership award  <u>GFWC Virginia Assistant Director of Junior Clubs:</u> 1 copy of GFWC Virginia Junior Honor Society Form postmarked by March 1.  <u>Clubs Sponsoring GFWC Virginia Junior Special Awards:</u> 1 copy of GFWC Virginia Junior Special Awards Form and 2 copies of narrative to addresses shown for the Special Awards for which your club wishes to be considered, postmarked by March 1.  <u>Club Records:</u> 1 copy of all documentation</p>	<p><b>March 1</b></p>
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<b>Who</b>	<b>What?</b>	<b>Where?</b>	<b>When</b>
<p><b>District Charimen</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form (For State and District Chairmen)</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Records and GFWC Virginia Narrative Report Forms from each general, junior, and juniorette club reporting</li> <li>• District Junior Chairman’s Report (cover sheet, compilation, narrative)</li> </ul>	<p><u>GFWC Virginia State Chairman:</u> 1copy of district report cover sheet, 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Form (For State and District Chairmen), 1 copy of district narrative report (general/junior/juniorette combined) on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each general, junior and juniorette club reporting  <u>District President:</u> 1 copy of district report cover sheet, 1 copy of district compilation for your reporting area on GFWC Virginia Statistical Form (For State and District Chairmen), 1 copy of district narrative report (general/junior/juniorette combined) on GFWC Virginia Narrative Report Form  <u>District Chairman Records:</u> 1 copy of district report (cover sheet, district compilation, district narrative report), 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each district general, junior, and juniorette club reporting</p>	<p><b>February 20</b></p>



Who	What?	Where?	When
<p><b>District Junior Charimen</b></p>	<ul style="list-style-type: none"> <li>• District Report Cover Sheet</li> <li>• GFWC Virginia Statistical Form (For State and District Chairmen)</li> <li>• District Narrative Report</li> <li>• GFWC Virginia Statistical Form – Annual Club Records and GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</li> </ul>	<p><u>District Chairman:</u> 1 copy of district report cover sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form (For State and District Chairmen), 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form, 2 copies of each GFWC Virginia Statistical Form – Annual Club Record and 2 copies of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting.</p> <p><u>District Director of Junior Clubs:</u> 1 copy of district report cover sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form (For State and District Chairmen), 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form</p> <p><u>GFWC Virginia Junior State Chairman:</u> If there is a Junior counterpart, send 1 copy of district report cover sheet, 1 copy of district junior compilation for your reporting area on GFWC Virginia Statistical Form (For State and District Chairmen), 1 copy of district narrative report (junior and juniorette combined) on GFWC Virginia Narrative Report Form, 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p> <p><u>District Junior Chairman Records:</u> 1 copy of district report (cover sheet, district junior compilation, district junior narrative report), 1 copy of each GFWC Virginia Statistical Form – Annual Club Record and 1 copy of ALL GFWC Virginia Narrative Report Forms from each junior and juniorette club reporting</p>	<p><b>February 10</b></p>

## **GFWC Virginia - Reporting Information**

Found in GFWC Virginia 2014 Yearbook, Pages 89-90

1. SCOPE: Club reports should cover work completed for the previous calendar year, January 1-December 31. Make no projections, please.
2. DEADLINES: Use the GFWC Virginia Reports Distribution Matrix found in this Yearbook on pages 95-99 and on the GFWC Virginia Website ([www.gfwcvirginia.org](http://www.gfwcvirginia.org)) for the Who, What, Where, and When of reporting. Reports postmarked past the deadlines will not be considered for awards.
3. FORMS:
  - **GFWC Virginia Statistical Form–Annual Club Record** – Found in the GFWC Virginia 2014 Yearbook on page 79 and on the GFWC Virginia Website. Complete one copy of the GFWC Virginia Statistical Form–Annual Club Record, filling in the statistics for ALL areas in which the club participated. Utilize the space on page 3 of the form to summarize the club’s activities for the reporting year. This document serves a two-fold purpose. It provides the statistical data needed for club, district, and state reporting. It also serves as a permanent record of activity, which will be bound and retained at WC Virginia Headquarters.
  - **GFWC Virginia Narrative Report Form** – Found in the GFWC Virginia 2014 Yearbook on pages 95-96. For each reporting area for which the club wishes to be considered for awards, complete this narrative form describing what was done in that area. For the Community Service Programs, do not combine the Community Service Projects and Partnership Projects on the same Narrative Report Form.
  - **GFWC Virginia Dues and Contributions Form** – Found in the GFWC Virginia 2014 Yearbook on page 79 and on the GFWC Virginia Website.
  - **GFWC Virginia Junior Contributions Form** – Found in the Junior Section of the GFWC Virginia 2014 Yearbook and on the GFWC Virginia Website.
  - **GFWC Virginia Junior Special Awards Forms and award descriptions** – Found in the Junior Section of this Yearbook and on the GFWC Virginia Web site.
  - **District Dues Form** – Found in the District Handbook. Submit District Dues to the District Treasurer. Do not send District Dues to GFWC Virginia Headquarters
4. FORMAT: All reports must be typed using 10 or 12 point font. Additional instructions for completing the GFWC Virginia Narrative Report Form and the GFWC Virginia Statistical Form – Annual Club Record are found in the GFWC Virginia Yearbook Supplement on pages 93S-94S and on the GFWC Virginia Website.
5. REPORT: Only club related, sponsored, or approved by vote programs and projects may be reported.

**ABSOLUTELY NO CROSS REPORTING IS PERMITTED.** The Community Improvement Program Entry may include project information reported in the GFWC reporting areas (Special Projects, Community Service Programs, and Advancement Areas). Report ALL club activities. For club projects NOT listed in the GFWC reporting areas, determine where the project best fits and report the project there.

  - **Community Service Projects** are the programs and projects members initiate and participate in to serve their communities. They do not include the programs and projects that support the GFWC Partners.
  - **Partnership Projects** are the programs and projects that support the organizations listed within each GFWC Program and Special Project area with whom GFWC has established a formal relationship and mutual understanding. These organizations are listed in the GFWC

Club Manual (*online version*), on the GFWC Virginia Statistical Form – Annual Club Record, and on the GFWC Projects At-A-Glance reporting tool.

- **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
  - **Number of Members Participating** is the total number of members who participated in the applicable programs and projects. The total number of members can NEVER exceed the total number of members in the club.
  - **Volunteer Hours** is the total amount of time that ALL members worked on club approved programs and projects. Include preparation time and travel time. Travel time to and from regular meetings should NOT be included.
  - **Dollars Donated** is the monetary amount given to programs and projects.
  - **In Kind Donations** reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In Kind Donation Guide posted on the GFWC Virginia Website for an estimated value of commonly donated items.
  - **Dollars Spent** are the costs incurred by members or the club to achieve the Advancement Area goals.
  - **Dollars Raised** reflect the dollars earned from Fundraising and Development programs and projects.
  - **Fundraising Projects** are to be reported to Fundraising and Development.
  - **GFWC Virginia State Project: Conservation activities** are to be reported to Conservation.
  - **ALL Leadership Hours and Dollars Spent** are to be reported at the club level. This includes the Leadership Hours and Dollars Spent for state and district officers and chairmen.
6. **AWARDS:** All state and district awards are based on club size categories and will be judged according to the number of club members on which dues were paid as of **May 31** of the previous year.
- **Clubs that wish to be considered for state and district awards must submit a GFWC Virginia Narrative Report Form with the GFWC Virginia Statistical Form – Annual Club Record to the applicable District Chairmen.**
  - Clubs that wish to be considered for special GFWC awards/contests must comply with the criteria and deadlines set forth in the GFWC Club Manual and mailed to addresses shown there.
  - Junior clubs that wish to be considered for Junior Special Awards on the state level must comply with criteria and deadlines set forth in Junior Section of the GFWC Virginia Yearbook and mailed to the addresses shown there.
  - Club size categories for judging at the district level are established by the districts.
  - Club size categories for judging at the state level are:

<b>Junior Clubs:</b>	Small: 1-12 members
	Large: 13 and over members
<b>General Clubs:</b>	Small: 1-25 members
	Large: 26 and over members

## Alice Kyle District Job Descriptions

**PRESIDENT –  
The Vital Link Between GFWC Virginia & Members/Clubs in the District**

**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 5 D – Election of District Officers
- Section 6 A – District Officers/Appointments/Voting Privileges
- Section 6 B – Term of Office/Commencement
- Section 6 C – Member of District Executive Committee
- Section 6 D - Moving after Elected
- Section 6 E – Vacancy in Office of District President
- Section 7 A – Duties of District President
- Section 8 A – District Meetings/Invitation to State Officers

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policy 7 – Award Categories
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Policy 17 & 18 – Pin
- Standing Rule 7 – District Project

The District President should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws and the District Standing Rules and refer to them often. Refer to the Club President's Check List for additional information.

**RESOURCES**

- GFWC Program and Reporting Chairmen
- GFWC Leadership Staff
- GFWC Director of Publications
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia President/Director of Junior Clubs
- District Past Presidents
- Federation Publications – *GFWC Clubwoman* and *GFWC Virginia Clubwoman* magazines, District Newsletter, GFWC News & Notes, and District Yearbook (Subscribe to GFWC & GFWC Virginia magazines if not provided)
- Club Newsletters – ask to be included on their mailing list
- Federation websites
- Robert's Rules of Order Newly Revised

**DUTIES**

- ◆ Represent District on the GFWC Virginia Executive Board:
  - ✓ Attend GFWC Virginia Orientation.
  - ✓ Attend GFWC Virginia Post-Convention Board Meeting.
  - ✓ Attend GFWC Virginia Conferences.
  - ✓ Attend GFWC Virginia Summer and Mid-Winter Board Meetings.
  - ✓ Attend GFWC Virginia Conventions.
  - ✓ Attend SER meetings, if possible.

- ✓ Attend GFWC Conventions, if possible.
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Present a report of work of the District at each GFWC Virginia Executive Board meeting with a copy for GFWC Virginia Secretary/other copies as instructed by GFWC Virginia President.
- ◆ Present an oral report of work of the District at each District Meeting with a copy for the District Secretary.
- ◆ Prepare a written President's report and distribute as instructed by the GFWC Virginia President for inclusion in the Annual Compilation Report distributed at Convention each year.
- ◆ Promote programs of GFWC Virginia and GFWC through clubs in the District with the help of the Director of Junior Clubs and keep clubs abreast of any Federation news that will impact the membership. Pass along any information to the appropriate District Chairman or Officer. Plan speakers or programs for District Meetings that enlighten members on Federation initiatives.
- ◆ Obtain a GFWC Club Manual, if not provided through GFWC Virginia. Be sure to take time to READ ALL Federation publications.
- ◆ Decide on a district theme and symbol for the administration and let clubs know during the installation speech at Annual Meeting.
- ◆ Submit to GFWC Virginia District Roster complete with names/addresses/phone numbers and e-mail addresses of Club Presidents and appointed Chairmen by the May 15 deadline each year.
- ◆ Consult with the GFWC Virginia President to set up a date for official district visit and issue official invitation to the GFWC Virginia President and GFWC Virginia Director of Junior Clubs at least six (6) weeks prior to their visit.
- ◆ Appoint Chairmen for program areas corresponding to GFWC Virginia, making an effort to include Junior members as Chairmen. If there are separate district Junior chairmen receive the proposed list of Junior Chairmen from the District Director of Junior Clubs and make those appointments.
- ◆ Serve as ex-officio member of Junior Executive Committee or designate a representative who shall serve without vote.
- ◆ Appoint a Parliamentarian.
- ◆ Appoint a Yearbook Chairman and provide her with the necessary information to publish the book including names of hostess clubs, Club Presidents' names and addresses, awards criteria and judging size categories for awards, President's Message, calendar of events, and updated information on GFWC Virginia and GFWC officers.
  - ✓ Be sure clubs are notified that they must submit updated contact information on special district awards.
  - ✓ Review yearbook before distribution.
- ◆ Appoint Standing and Special Committees for the work in the District as set out in the District Standing Rules and Policies:
  - ✓ Financial Review – 3 members to review the District Treasurer's books within 30 days of the end of the fiscal year in even-numbered years. Be sure books are turned over to the Financial Review Committee.
  - ✓ Budget and Finance – Appoint a Chairman and committee members. The Chairman shall present a proposed budget annually for approval by the District Executive Committee with the information then being provided to the members after approval at the Annual Meeting.
  - ✓ Credentials – Appoint a Chairman and advise the Treasurer and Parliamentarian that they are ex-officio members.
  - ✓ Alice Kyle District Scholarship Fund – Appoint Chairman/members of the Committee.
  - ✓ Standing Rules and Policies Committee – Appoint a Chairman and committee members to review the Standing Rules and Policies and propose necessary changes. If changes are proposed be sure they are included in the call and listed as business in the newsletter.
  - ✓ President shall serve as ex-officio member of all committees, except the Nominating Committee.
  - ✓ Appoint any other special committees deemed necessary to accomplish the work of the District (Chaplain, Courtesy, Yearbook, Newsletter, Protocol, etc.)

- ◆ Provide receipts/voucher for all expenses submitted to District for reimbursement of expenses.
- ◆ Preside at all meetings of District – planning meetings, Orientation, Board Meetings, Executive Committee meetings and regular District Meetings.
- ◆ Call a meeting of the District Executive Committee at least one month prior to each Annual Meeting of the District and at such other times as deemed advisable.
- ◆ Notify clubs and Chairmen of the meetings at least 6 weeks prior to the meeting by means of the district newsletter.
  - ✓ Provide a President’s Message for every issue of the district newsletter.
  - ✓ Prepare information for the “Call” to be printed in district newsletter. Ensure that items of business to be voted on are included in each call.
    - 1<sup>st</sup> Fall Meeting – vote on District Project proposal(s)
      - Include as much information as possible in the newsletter about the project so members will be prepared to vote or ask questions.
      - No ballots necessary for this
      - Have Secretary read recommendation(s) for project(s) as proposed by Executive Committee
    - 1<sup>st</sup> Annual Meeting – elect District Nominating Committee
      - District Executive Committee elects Chairman; give her Article V, Section 5 Nominations and Elections to use as a guideline for the committee to perform their tasks.
      - Get name of Junior member from Director of Junior Clubs.
      - Be sure ballots are printed showing blank lines for three nominees; top three (3) vote getters will serve on committee and next highest will serve as alternate.
      - Select Head Teller and two others to serve.
      - Call for a report from the Head Teller on election results.
    - 2<sup>nd</sup> Fall Meeting – Vote on district’s representative to GFWC Virginia Nominating Committee – District Nominating Committee shall nominate a member, a first alternate and a second alternate; other names may be nominated from the floor. Have Secretary read the state bylaw pertaining to this election.
      - Be sure ballots are printed showing lines for three nominees; highest vote getter will be district’s representative, 2<sup>nd</sup> highest is 1<sup>st</sup> alternate and 3<sup>rd</sup> highest is 2<sup>nd</sup> alternate.
      - Select Head Teller and two others to serve.
      - Call for a report from the Head Teller on election results.
      - After meeting be sure the Secretary forwards the names of those elected to serve on GFWC Virginia Nominating Committee to GFWC Virginia Headquarters before November 5.
    - 2<sup>nd</sup> Annual Meeting – vote on slate of District Officers for next administration; Chairman of Nominating Committee should send names of nominees for office including 3<sup>rd</sup> Vice President/Director of Junior Clubs nominee to president eight weeks before Annual Meeting – be sure slate is printed in district newsletter
      - Be sure ballots are printed with names of nominees received from Nominating Committee plus an extra line for each office to allow for write-in votes
      - Select Head Teller and four others to serve
      - Call for a report from the Head Teller on election results
  - ✓ Work with Meeting Facility Coordinator for rooms for overnight, if members wish to stay the night before District Meetings. Provide the details of cost and how to register for a room to the Newsletter Chairman.
  - ✓ Provide information for the written program for each District Meeting to a member of the Hostess Clubs to print and advise her if you wish to use a special theme.



- ✓ Provide a preliminary agenda you will use to preside over the district meeting and provide a copy for the parliamentarian to follow to ensure no items are left out. On the day of the meeting revise the intros of special guests and mark out any that will not be there and add others who might have registered. Be sure the list of Past Presidents is in chronological order of service and includes years served as District President or Junior Director (of district/GFWC Virginia/GFWC) and all current positions they each hold.
- ✓ Schedule a planning meeting prior to each District Meeting. Work with the Director of Junior Clubs and Hostess Clubs to determine logistics of the meeting, courtesies and financial responsibilities.
- ✓ Prepare a seating chart to be used by the Hostess Clubs for the Head Table and any other instructions for set-up including placement of American flag and District Banner.
- ✓ Consult with the District 1<sup>st</sup> VP before each Spring District Meeting about theme for award certificates and sign all award certificates.
- ✓ On the day of each district meeting check with Credentials Chairman to determine if there is a quorum present so business can be conducted.
- ✓ Appoint a Page for GFWC Virginia officers when they make their official visit.
- ✓ Prepare a special introduction for the GFWC Virginia President for that meeting.
- ◆ Discuss courtesies for each District Meeting and GFWC Virginia Meeting with Courtesy Chairman
- ◆ Open, read and respond to all correspondence in a timely manner. Always acknowledge courtesies extended to you with a personal note, also in a timely manner.
- ◆ At the beginning of the administration, ensure that all paperwork is taken care of to get President's and incoming Treasurer's signatures at the bank.
- ◆ Sign checks only in case of an emergency when the Treasurer cannot sign.
- ◆ Sign all vouchers for expenses before checks are written by Treasurer.
- ◆ Review the financial reports provided by the Treasurer.
- ◆ As a member of the District Executive Committee:
  - ✓ Approve/adopt/revise District Policies.
  - ✓ Authorize any necessary non-budgeted expenditures.
- ◆ Work with the District 1<sup>st</sup> Vice President to ensure that an Orientation Meeting is held at the beginning of the administration. Participate in the orientation by providing training for Club Presidents.
- ◆ Work with the District 1<sup>st</sup> Vice President to ensure that a Reporting Workshop is held (may need to hold one each year if changes are made).
- ◆ Consult with the nominee for incoming President to determine who she would prefer to have as her Installing Officer and contact that person well in advance of the 2<sup>nd</sup> Annual Meeting.
- ◆ In the event a meeting cannot be held to conduct necessary business, take a vote of the Executive Committee by mail or other electronic means in an emergency. Be sure to add an item to the next agenda to ratify the action taken by that vote so it can be recorded in the minutes of the district.
- ◆ Strive to keep all District Officers informed of district matters, especially 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President in the event one of them needs to step into your position in your absence.
- ◆ Near the end of the administration purge files and prepare your files to pass to your successor. Retain files from three previous administrations.

Include on the agenda for the Executive Committee meeting time to review each officer's job description to determine if changes need to be made before the next administration.

## Alice Kyle District Job Description

## FIRST VICE PRESIDENT

**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 5 D – Election of District Officers
- Section 6 A – District Officers/Appointments/Voting Privileges
- Section 6 B – Term of Office/Commencement
- Section 6 C – Member of District Executive Committee
- Section 6 D – Moving after Elected
- Section 6 E – Vacancy in Office of District President
- Section 7 A & B – Duties of District President and 1<sup>st</sup> Vice President
- Section 8 A – District Meetings/Invitation to State Officers

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policy 7 – Award Categories
- Policies 8 & 9 – District Meetings
- Policy 17 & 18 – District President's Pin
- Standing Rule 9 – Financial Review Committee
- Standing Rule 7 – District Project

References also include the responsibilities of District President since the 1<sup>st</sup> Vice President accedes to the office of President in her absence or inability to serve. Obtain a copy of the job description of District President and be familiar with all those duties in the event you are called to assume that position.

The District 1<sup>st</sup> Vice President should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws and the District Standing Rules and refer to them often. Refer to the Club President's Check List for additional information.

**RESOURCES**

- GFWC Program and Reporting Chairmen
- GFWC Leadership Staff
- GFWC Director of Publications
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia President/Director of Junior Clubs and 1<sup>st</sup> Vice President
- District Past Presidents
- Federation Publications – *GFWC Clubwoman* and *GFWC Virginia Clubwoman* magazines, District Newsletter, GFWC News & Notes, and District Yearbook (Subscribe to GFWC and GFWC Virginia magazines, if not provided)
- Federation websites
- Robert's Rules of Order Newly Revised

**DUTIES**

- ◆ Attend all District planning meetings and Executive Committee meetings
- ◆ In the event the District President is unable to attend any of these meetings represent the District on the GFWC Virginia Executive Board:
  - ✓ GFWC Virginia Post-convention Board Meeting
  - ✓ Winter Board Meetings
 Attend Federation meetings beyond the District level.



- ✓ GFWC Virginia Orientation provided for district officers
  - ✓ GFWC Virginia Conferences
  - ✓ GFWC Virginia Conventions
  - ✓ GFWC Conventions, if possible
  - ✓ SER meetings, if possible
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
  - ◆ Subscribe to GFWC Clubwoman Magazine and get a GFWC Club Manual, if not provided thru the State. Be sure to take time to READ ALL federation publications
  - ◆ Present an oral report of work of the District at each district meeting. This report may take the format of the presentation of chairmen for their reports of objectives and/or awards.
  - ◆ Receive and compile leadership reports from clubs in the district. Send your report to GFWC Virginia 1<sup>st</sup> Vice President for inclusion in her compilation. Be sure to include your hours as Chairman of Leadership with your own club's report. Determine District winners of awards in area of Leadership.
  - ◆ Provide information pertinent to Leadership to be included in the District Yearbook in a timely manner to the Yearbook Chairman.
  - ◆ Provide receipts/voucher for all expenses submitted to District for reimbursement of expenses.
  - ◆ As a member of the District Executive Committee:
    - ✓ Approve/adopt/revise District Policies.
    - ✓ Authorize non-budgeted expenditures.
  - ◆ Open, read and respond to all correspondence in a timely manner. Always acknowledge courtesies extended to you with a personal note, also in a timely manner.
  - ◆ Coordinate the presentation of orientation/training for District Officers and Chairmen.
    - ✓ Work with all District Officers and Junior Officers to develop a workshop to train new officers and Chairmen. Utilize federation tools to accomplish this.
    - ✓ Work with the District President to schedule and hold a workshop on reporting for District Chairmen and Club Presidents. This may be handled by a separate Reports Chairman, if the President appoints one for the District. Utilize Federation resources to provide forms and instructions. Make sure that district chairmen understand the various size categories used for judging District awards. Determine if this workshop will be held once or twice during the administration.
  - ◆ Promote programs of GFWC Virginia and GFWC through clubs in the District with the help of the Junior Leadership Chairman and/or District Assistant Director of Junior Clubs.
    - ✓ Submit articles for the District Newsletter to promote objectives.
    - ✓ Use leadership theme developed by GFWC Virginia 1<sup>st</sup> Vice President to present objectives/awards.
    - ✓ Work with the District Chairmen of program areas in planning presentations. If there are separate District Junior Chairmen coordinate with the Assistant Junior Director to include them.
    - ✓ Coordinate reports/awards at each District meeting as approved by District President.
      - Fall Meetings – Presentation of program area objectives or update
        - Work with district Assistant Director of Junior Clubs or Junior Leadership Chairman to decide a format for the presentation, script, and props.
        - Provide equipment needed for the presentation or ask the district President to coordinate with facility (speaker, microphones, overhead projector, laptop and/or screen, piano, keyboard, etc.).
      - Annual Meetings – Presentation of Awards
        - Discuss awards with District President to determine how she wants them to be handled. Plan logistics for presentation *i.e.* will chairmen be located in specific area to facilitate presentations? or will club presidents be seated near the front to speed the process?

- Coordinate with district Assistant Junior Director or Leadership Chairman to write a script and distribute information to District Chairmen to be sure they understand the format.
  - Prepare the certificates and/or badges to be used for awards
  - Prepare a compilation of winners to be printed and distributed to each club after the presentation of awards
  - Obtain signature of District President for all awards
  - Obtain signatures of Chairmen for all awards
  - Prepare instructions for Chairmen as to the format of presenting for continuity, *i.e.*, small clubs first, start with lower and work up to top awards in each category.
  - If District presents special awards sponsored by clubs, coordinate the inclusion in the district program with guidance from the District President. Provide certificates if requested by clubs and include in compilation if information provided by clubs.
- ◆ If nominated for District President in the next administration:
    - ✓ Begin planning your program for the ensuing administration if you plan to move to the position of District President.
    - ✓ Determine a theme and/or symbol for your administration.
    - ✓ Give thought to names of members you will ask to serve as Chairmen or on special committees during the next two years, giving special consideration to the Chairmen who have performed well with you the past two years
    - ✓ Attend Orientation presented by GFWC Virginia for incoming District Officers
    - ✓ Read the job description for District President
    - ✓ Decide whom you prefer to have as your Installing Officer and advise the District President well in advance of the 2<sup>nd</sup> Annual Meeting.
    - ✓ Review current job description for office of District First Vice President and bring to the District President's attention any necessary changes.
  - ◆ Stay informed of District matters in the event you need to fill in for District President in her absence.
  - ◆ Near the end of the administration purge files and prepare your files to pass to your successor. Retain files from three previous administrations by August 1.

## Alice Kyle District Job Description

## SECOND VICE PRESIDENT

**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 5 D – Election of District Officers
- Section 6 A – District Officers/Appointments/Voting Privileges
- Section 6 B – Term of Office/Commencement
- Section 6 C – Member of District Executive Committee
- Section 6 D – Moving after Elected
- Section 6 E – Vacancy in Office of District President
- Section 7 A, B, & C – Duties of District President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President
- Section 8 A – District Meetings/Invitation to State Officers

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policy 7 – Award Categories
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Standing Rule 7 – District Project

References also include the responsibilities of District President and 1<sup>st</sup> Vice President since the 2<sup>nd</sup> Vice President performs the duties of the President in the absence of the President and 1<sup>st</sup> Vice President. Obtain a copy of the job description of District President and be familiar with all those duties in the event you are called to assume that position.

District 2<sup>nd</sup> Vice President should make an effort to become knowledgeable about other Articles and Sections of the GFWC Virginia Bylaws and the District Standing Rules and refer to them often. Refer to the Club President's Check List for additional information.

**RESOURCES**

- GFWC Program and Reporting Chairmen
- GFWC Leadership Staff
- GFWC Director of Publications
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia President/Director of Junior Clubs and 2nd Vice President
- District Past Presidents
- Federation Publications – *GFWC Clubwoman* and *GFWC Virginia Clubwoman* magazines, District Newsletter, GFWC News & Notes, and District Yearbook (Subscribe to GFWC & GFWC Virginia magazines if not provided)
- Federation websites
- Robert's Rules of Order Newly Revised

**DUTIES**

- ◆ Attend all District planning meetings and Executive Committee meetings
- ◆ In the event the District President and the District 1<sup>st</sup> Vice President are unable to attend any of these meetings represent the District on the GFWC Virginia Executive Board:
  - ✓ GFWC Virginia Post-convention Board Meeting
  - ✓ Winter Board Meetings

Attend Federation meetings beyond the District level.

- ✓ GFWC Virginia Orientation provided for District Officers
  - ✓ GFWC Virginia conferences
  - ✓ GFWC Virginia Conventions
  - ✓ GFWC Conventions, if possible
  - ✓ SER meetings, if possible
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
  - ◆ Purchase a GFWC Club Manual if not provided. Be sure to take time to READ ALL federation publications
  - ◆ Present an oral report of work of the District at each District Meeting. This report may take the format of the presentation of Chairmen for their reports of objectives and/or awards.
  - ◆ Receive and compile membership reports from clubs in the District. Send your report to GFWC Virginia 2<sup>nd</sup> Vice President for inclusion in her compilation. Be sure to provide your hours as Chairman of Membership to your own club for inclusion with club reports. Determine District winners of awards in area of Membership.
  - ◆ Provide information pertinent to membership to be included in District Yearbook in a timely manner to the Yearbook Chairman.
  - ◆ Provide receipts/voucher for all expenses submitted to district for reimbursement of expenses.
  - ◆ Open, read and respond to all correspondence in a timely manner. Always acknowledge courtesies extended to you with a personal note, also in a timely manner.
  - ◆ Work with the District President to schedule and hold a workshop on membership for Club Presidents and members. Determine if this workshop will be held once or twice during the administration.
  - ◆ Promote programs of GFWC Virginia and GFWC through clubs in the District with the help of the Junior Membership Chairman, if one has been appointed.
    - ✓ Submit articles for the district newsletter to promote membership objectives.
    - ✓ Use the membership theme developed by GFWC Virginia 2<sup>nd</sup> Vice President to present objectives/awards.
      - Fall Meetings – Presentation membership objectives or update
        - Work with District Junior Membership Chairman to decide a format for the presentation, script, and props.
      - Annual Meetings – Presentation of Awards
        - Prepare a compilation of membership winners to be printed and distributed to each club after the presentation of awards.
  - ◆ Review the geographic locations of clubs in the District. Determine if there are areas where new clubs can be started.
  - ◆ Work with clubs in their recruitment and retention efforts.
  - ◆ Assist current GFWC members who transfer into the District when they are looking for a club to join.
  - ◆ Provide information on recruiting, retention, and rebuilding in the District to the District President and GFWC Virginia 2<sup>nd</sup> Vice President.
  - ◆ Stay informed of district matters in the event you need to step into the position of District President in her absence.
  - ◆ Near the end of the administration purge files you received from previous officer and get them ready to pass to your successor by August 1. Retain files from three previous administrations.
  - ◆ Review current job description for this office and advise District President, if any changes are necessary.
  - ◆ Review job description of District 1<sup>st</sup> Vice President, if you are considering that position.

## Alice Kyle District Job Description

<b>SECRETARY</b>
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### REFERENCES

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 5 D – Election of District Officers
- Section 6 B – Term of Office/Commencement
- Section 6 C - Member of District Executive Committee
- Section 6 D – Moving after Elected
- Section 7 F - Duties of Secretary

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Standing Rule 7 – District Project

The District Secretary should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws and District Standing Rules and refer to them often.

### RESOURCES

- ◆ GFWC Program Chairmen/Reporting Chairmen
- ◆ GFWC Leadership Staff Liaison
- ◆ Federation Publications – *GFWC Clubwoman* and *GFWC Virginia Clubwoman* magazines, District Newsletter, GFWC News & Notes, and District Yearbook (Subscribe to GFWC & GFWC Virginia magazines if not provided)
- ◆ GFWC Virginia Executive Secretary and a wealth of information at Headquarters
- ◆ GFWC Virginia Secretary
- ◆ Past District Secretaries
- ◆ Federation websites

### DUTIES

- ◆ Attend the following meetings as a representative of your District:
  - ✓ GFWC Virginia Orientation
  - ✓ GFWC Virginia Conferences
  - ✓ GFWC Virginia Conventions
  - ✓ SER meetings, if possible
  - ✓ GFWC Conventions, if possible
- ◆ Attend all District meetings and planning and Executive Committee meetings
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Subscribe to Federation publications and take time to read them.
- ◆ Perform the duties usual to the office of Secretary including:
  - ✓ Take Minutes of Executive Board meetings, planning meetings, and any other at the request of the District President.
    - Send copy of the Minutes to District President and Parliamentarian within two (2) weeks following meeting for proof reading.
    - Receive corrected copy of Minutes within one week from the District President
    - Send corrected Minutes to the appointed committee within two (2) weeks after receiving corrections with a request to committee members to sign and return Minutes to secretary within two weeks. Be sure to obtain addresses of those who

- will be approving minutes.
- Send copy of Minutes of all meetings to members of the Executive Committee within a month following the meeting approval.
  - ✓ Maintain records of all Minutes of committee and District meetings.
  - ✓ Assist with orientation or workshops for Secretaries as requested by District President or First Vice Presidents.
  - ✓ Furnish ballots as needed for District elections.
  - ✓ Prepare/send out any correspondence for District as requested by District President.
- ◆ Be prepared to read any Board recommendations to the body at District meetings at the request of the President.
- ◆ Read pertinent bylaws relating to elections/other business at district meetings at request of the President.
- ◆ As a member of the District Executive Committee:
  - ✓ Approve/adopt/revise District Policies.
  - ✓ Authorize non-budgeted expenditures.
- ◆ Open, read and respond to all correspondence in a timely manner. Always acknowledge courtesies extended to you with a personal note, also in a timely manner.
- ◆ Submit articles for publication in District newsletter that will provide reminders or tips for club secretaries.
- ◆ Prepare and submit vouchers for expenses to be reimbursed by District to the President and cash check in a timely manner
- ◆ Forward the names of the District members and alternates elected to the GFWC Virginia Nominating Committee to GFWC Virginia Headquarters by November 5 in the second year of an administration.
- ◆ Following election of new officers, take inventory of all District records to ensure that they are complete and accurate; turn over to the incoming Secretary by August 1.
- ◆ Review job description for this office and suggest possible changes to District President.

## Alice Kyle District Job Description

<b>TREASURER</b>
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### REFERENCES

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 5 D – Election of District Officers
- Section 6 A – District Officers/Appointments/Voting Privileges
- Section 6 B – Term of Office/Commencement
- Section 6 C – Member of District Executive Committee
- Section 6 D - Moving after Elected
- Section 7 F – Duties of District Treasurer
- Section 8 A – District Meetings/Invitation to State Officers

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Standing Rule 7 – District Project

The District Treasurer should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws and District Standing Rules and refer to them often.

### RESOURCES

- GFWC Program and Reporting Chairmen
- GFWC Leadership Staff
- GFWC Director of Publications
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia President/Director of Junior Clubs and Treasurer
- District Past Treasurers
- Federation Publications – *GFWC Clubwoman* and *GFWC Virginia Clubwoman magazines*, District Newsletter, GFWC News & Notes, and District Yearbook (subscribe to GFWC and GFWC Virginia magazines, if not provided)
- Federation websites
- Robert’s Rules of Order Newly Revised

### DUTIES

- ◆ Attend as many federation meetings beyond the District level as possible:
  - ✓ GFWC Virginia Orientation
  - ✓ GFWC Virginia Conferences
  - ✓ GFWC Virginia Conventions
  - ✓ SER meetings
  - ✓ GFWC Conventions
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Open, read and respond to all correspondence in a timely manner. Always acknowledge courtesies extended to you with a personal note, also in a timely manner.
- ◆ Participate in District Orientation as requested by District 1<sup>st</sup> Vice President.
- ◆ As a member of the District Executive Committee:

- ✓ Approve/adopt/revise District Policies.
- ✓ Authorize non-budgeted expenditures.
- ◆ Submit articles to the District Newsletter Editor to keep clubs informed of financial obligations.
- ◆ Meet with the President immediately upon election to ensure that all banking documents are signed for both to be able to sign checks.
- ◆ Accept receipts and vouchers for all expenses submitted for reimbursement of expenses and disburse budgeted funds after receiving authorization by District President; get approval of District Executive Committee for disbursements in excess of the budgeted amounts.
- ◆ Maintain a ledger of expenditures and receipts.
- ◆ Receive and deposit into a federally insured bank all district monies in a timely manner; Junior funds shall be handled by Junior Treasurer.
- ◆ Provide blank vouchers as needed by Chairmen or Officers.
- ◆ Reconcile banks statements monthly.
- ◆ Prepare a written Treasurer's Report for the Executive Committee prior to each meeting which includes a list (in numerical sequence) of all checks written.
- ◆ Notify the President by January 31 each year of the names of clubs that have not paid dues.
- ◆ Prepare materials for 50/50 drawing at each District Meeting, if authorized by District Executive Committee.
- ◆ Deliver Treasurer's books, ledger, bank statements and other financial materials to the chairman of the Financial Review Committee appointed by the District President within two weeks following the close of the fiscal year.
- ◆ Near the end of the administration purge files. Retain Treasurer's records from six previous administrations.
- ◆ Review files to pass along to successor within one month after the close of the fiscal year and arrange a meeting if requested to review job responsibilities by August 1.
- ◆ Review job description for this office and suggest possible changes to District President.



## Alice Kyle District Job Description

**THIRD VICE PRESIDENT and DIRECTOR OF JUNIOR CLUBS –  
The Vital Link Between GFWC Virginia & Junior Members/Clubs in the District**
**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 5 D – Election of District Officers
- Section 6 - District Officers
- Section 7 D – Duties of District Third Vice President/Director of Junior Clubs
- Section 8 A – District Meetings/Invitation to State Officers
- Section 10 – District Junior Clubs

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policy 7 – Award Categories
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Policy 17 & 18 – Pin
- Standing Rule 7 – District Project

The District Third Vice President / Director of Junior Clubs should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws, GFWC Virginia Junior Standing Rules and the District Standing Rules and refer to them often.

**RESOURCES**

- GFWC Program and Reporting Chairmen
- GFWC Staff
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia President/Director of Junior Clubs
- District Past Presidents and District Past Directors of Junior Clubs
- Fellow District Directors of Junior Clubs
- GFWC Virginia Junior Officers
- Federation Publications – *GFWC Clubwoman* and *GFWC Virginia Clubwoman* magazines, District Newsletter, GFWC News & Notes, and District Yearbook (Subscribe to GFWC & GFWC Virginia magazines, if not provided)
- Club Newsletters – ask to be included on their mailing list
- Federation websites
- Robert's Rules of Order Newly Revised

**DUTIES**

- ◆ Represent District Juniors on the GFWC Virginia Junior Executive Board and attend Joint GFWC Virginia Executive Boards Meetings:
  - ✓ Attend GFWC Virginia Orientation.
  - ✓ Attend GFWC Virginia Post-Convention Board Meeting.
  - ✓ Attend GFWC Virginia Conferences.
  - ✓ Attend GFWC Virginia Summer and Mid-Winter Board Meetings.
  - ✓ Attend GFWC Virginia Conventions.
  - ✓ Attend SER meetings, if possible.
  - ✓ Attend GFWC Conventions, if possible.
  - ✓ Attend special/called meetings of the GFWC Virginia Junior Executive Board.

- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Present a report of work of the District Juniors at each GFWC Virginia Junior Executive Board meeting with a copy for GFWC Junior Virginia Secretary/Treasurer and other copies as instructed by GFWC Virginia Third Vice President/Director of Junior Clubs.
- ◆ Present an oral report of work of the district Junior Clubs/Membership at each District Meeting. Provide a written copy of the report to the District President and District Secretary.
- ◆ Prepare a written report and send to GFWC Virginia Third Vice President/Director of Junior Clubs outlining the works of District Junior Clubs. Provide copy to District President according to reporting timelines to ensure work of District Juniors is incorporated in District report.
- ◆ Work with District President to provide a written report of the work of the District for inclusion in the GFWC Virginia Annual Report.
- ◆ Promote programs of GFWC Virginia and GFWC through clubs in the District with the help of the District President and keep clubs abreast of any federation news that will impact the membership. Pass along any information to the appropriate District Junior Chairman or Junior Officer. Plan speakers or programs for District Junior Meetings that enlighten members on Federation initiatives.
- ◆ Acquire a GFWC Club Manual, if not provided through GFWC Virginia. Take time to READ ALL Federation publications.
- ◆ Decide on a District Junior theme and symbol for the administration and let clubs know during the installation speech at Spring Meeting or soon after.
- ◆ Recommend names of Juniors to serve as Chairmen for program areas corresponding to GFWC Virginia and provide a list of them to the District President and GFWC Virginia Director of Junior Clubs/Junior State Chairmen.
- ◆ Serve on District Executive Committee as representative of Junior Membership and Clubs.
- ◆ Appoint a Junior Parliamentarian.
- ◆ Appoint Standing and Special Committees for the work in the District Juniors as set out in the District Junior Standing Rules:
  - ✓ Financial Review – Appoint a committee to audit the Junior Financials at the end of the administration.
  - ✓ Junior Budget – Appoint a Chairman and committee. The Chairman shall present a proposed budget annually at the Spring Meeting for approval by the membership.
  - ✓ Standing Rules – Appoint a committee to review the Junior Standing Rules and propose necessary changes. If changes are proposed, be sure they are included in the call to the Junior Meeting and listed as business in the newsletter.
- ◆ Preside at all Junior Meetings of the District - planning meetings, Orientation, Board Meetings, and regular District Junior Meetings.
- ◆ Call a meeting of the District Junior Executive Committee at least one month prior to each Annual Meeting of the District and at such other times as deemed advisable.
- ◆ Notify Junior clubs and Chairmen of the meetings at least 6 weeks prior to the meeting by means of the District newsletter.
  - Provide a Director of Junior Clubs Message for every issue of District newsletter.
  - Provide information for Junior “Call” to District President to be printed in District newsletter. Ensure that items of business to be voted on are included in each call.
    - 1<sup>st</sup> Fall Meeting – no specific business
      - Provide update of Juniors and Junior business as part of your report during the General Session.
    - 1<sup>st</sup> Annual Meeting – elect District Junior Nominating Committee per GFWC Virginia Bylaws Article V Districts, Section 10 Junior Clubs, B1.
      - District Junior Executive Committee elects Junior Chairman who also serves as Junior representative on District Nominating Com.
      - Provide name of Junior Nominating Committee Chairman to District President & District Nominating Committee Chairman.

- Be sure ballots are printed showing blank lines for two nominees; top 2 vote getters serve on committee; next highest is alternate.
- Select Head Teller and at least one other teller to count ballots.
- Call for a report on election results.
- Present Junior Election Results and Junior News for District General Session during your report.
- 2<sup>nd</sup> Fall Meeting – vote on District’s Junior representative to GFWC Junior Nominating Committee – District Junior Nominating Committee shall nominate a member, a first alternate and a second alternate; other names may be nominated from the floor. Have Secretary read the state bylaw pertaining to this election. (See GFWC Virginia Bylaws Article V Districts, Section 10 Junior Clubs, B2.)
  - Be sure ballots are printed showing lines for three nominees; highest vote getter will be the district’s representative, 2<sup>nd</sup> highest is 1<sup>st</sup> alternate and 3<sup>rd</sup> highest is 2<sup>nd</sup> alternate.
  - Select Head Teller and at least one other to count ballots.
  - Call for a report from the Head Teller on election results.
  - After the meeting be sure the District Junior Secretary forwards the names of those elected to serve on GFWC Virginia Nominating Committee to GFWC Virginia President and Director of Junior Clubs before November 5.
- 2<sup>nd</sup> Annual Meeting – vote on slate of District Junior officers for next admin; Chairman of the Junior Nominating Committee should send names of nominees for office to the District President and Director of Junior Clubs eight weeks before the Annual Meeting – be sure slate is printed in the District Newsletter.
  - Be sure ballots are printed with names of nominees received from the Nominating Committee plus an extra line for each office to allow for write-in votes.
  - Select Head Teller and at least one other to count ballots.
  - Call for a report from the Head Teller on election results.
  - Present election results to the General Session during your report.
- Provide information for the written program for each district meeting to the District President to print and advise her if you wish to use a special theme.
- Prepare a preliminary agenda you will use to preside over the district Junior meeting and provide a copy for the Junior Parliamentarian and Junior Secretary to follow to ensure no items are left out. On the day of the meeting revise the intros of special guests and mark out any that will not be there and add others who might have registered. Be sure the list of past Directors of Junior Clubs is in chronological order of service and includes years served as Director of Junior Clubs (of district / GFWC Virginia / GFWC) and all current positions they each hold.
- Work with District President and hostess clubs to determine logistics of the meeting, courtesies and financial responsibilities.
- Prepare a seating chart for head table and any other instructions for set-up including placement of American flag.
- Consult with District Assistant Director of Junior Clubs before each Spring District Meeting about theme for award certificates and sign all award certificates.
- On the day of each District Meeting check with the Credentials Chairman to determine if there is a quorum present so business can be conducted.
- Appoint a Page for GFWC Virginia officers when they make their official visit.
- Prepare a special introduction for the GFWC Virginia President and the GFWC Virginia Director of Junior Clubs for when they attend the Junior session.
- ◆ Discuss courtesies for each District Meeting and state meeting with Courtesy Chairman.
- ◆ As a member of the District Executive Committee:
  - ✓ Approve/adopt/revise District Policies.
  - ✓ Authorize all necessary non-budgeted expenditures.

- ◆ Open, read and respond to all correspondence in a timely manner. Always acknowledge courtesies extended to you with a personal note, also in a timely manner.
- ◆ Provide receipts/voucher for all expenses submitted to district for reimbursement of expenses.
- ◆ At the beginning of the administration, ensure that all paperwork is taken care of to get Director's and new Treasurer's signatures at the bank.
- ◆ Sign checks only in case of an emergency when the Junior Treasurer cannot sign.
- ◆ Sign all vouchers for expenses before checks are written by the Junior Treasurer.
- ◆ With consent of the Junior Executive Committee authorize necessary expenditures not included in budget.
- ◆ Review the financial reports provided by the Treasurer.
- ◆ Work with District First Vice President and Assistant Director of Junior Clubs to ensure that an orientation meeting is held at the beginning of the administration. Participate in the orientation by providing training for club presidents.
- ◆ Work with District First Vice President and Assistant Director of Junior Clubs to ensure that a reporting workshop is held (may need to hold one each year if changes are made).
- ◆ In the event a meeting cannot be held to conduct necessary business, take a vote of the Junior Executive Committee by mail or other electronic means in an emergency. Be sure to add an item to the next agenda to ratify the action taken by that vote so it can be recorded in the minutes of the district.
- ◆ Strive to keep the District Assistant Director of Junior Clubs informed of district matters in the event she needs to step into your position in your absence.
- ◆ Maintain records of the office of the District Director of Junior Clubs. Near the end of the administration purge files and prepare to pass to your successor by August 1. Retain files from three previous administrations.
- ◆ Provide support and training for successor (including passing of records).
- ◆ Include on the agenda for the Junior Executive Committee meeting time to review each officer's job description, including Director of Junior Clubs, to determine if changes need to be made before the next administration.

## Alice Kyle District Job Description

<b>ASSISTANT DIRECTOR OF JUNIOR CLUBS</b>
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**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 6 - District Officers
- Section 10 – District Junior Clubs

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policy 7 – Award Categories
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Policy 17 & 18 – Pin
- Standing Rule 7 – District Project

The District Assistant Director of Junior Clubs should become knowledgeable about other Articles and Sections of the GFWC Virginia Bylaws and District Standing Rules and refer to them often.

**RESOURCES**

- GFWC Program & Reporting Chairmen
- GFWC Staff
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia First Vice President/GFWC Virginia Assistant Director of Junior Clubs
- District Past Presidents & District Past Directors of Junior Clubs
- District President & District Director of Junior Clubs
- District First Vice President, District Reporting Chairman, and/or District Leadership Chairman
- Fellow District Assistant Directors of Junior Clubs
- GFWC Virginia Junior Officers
- Federation Publications – *GFWC & GFWC Virginia Clubwoman Magazines*, District Newsletter, GFWC News & Notes, and District Yearbook (Subscribe to GFWC and GFWC Virginia magazines if not provided)
- Club Newsletters – ask to be included on their mailing list
- Federation websites
- Robert’s Rules of Order Newly Revised

**DUTIES**

- ◆ Attend GFWC meetings to gain knowledge of the role and the greater organization and its programs:
  - Attend GFWC Virginia Orientation.
  - Attend GFWC Virginia Conferences.
  - Attend GFWC Virginia Conventions.
  - Attend SER meetings, if possible.
  - Attend GFWC Conventions, if possible.
  - Attend GFWC Virginia Winter Board Meetings if the District Director of Junior Clubs is unable to attend.
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Perform the duties of the District Third Vice President/Director of Junior Clubs in her absence.
  - Attend District Executive Committee meetings with vote
  - Attend GFWC Virginia Junior Executive Board meetings with vote
  - Attend GFWC Virginia Joint Executive Board Meetings (where applicable)

- Preside at District Junior Meeting
- ◆ Be in training for the position of District Third Vice President/Director of Junior Clubs.
- ◆ Attend all regular meetings of the District.
- ◆ Attend all Junior meetings of the district - planning meetings, orientation, executive committee meetings, and regular district Junior meetings.
- ◆ Provide report of work at all District Junior Meetings with written copy to the District Junior Secretary and the District Director of Junior Clubs.
- ◆ Provide receipts/voucher for all expenses submitted to district for reimbursement of expenses.
- ◆ Provide a District Assistant Junior Clubs article for District newsletter. This may be a joint article with the District First Vice President.
- ◆ Work with District First Vice President in assisting Clubs in their implementation of the work of the District, GFWC Virginia and GFWC.
- ◆ Work with the GFWC Virginia Assistant Director of Junior.
- ◆ May serve as the Junior Dean of Community Service Programs
  - Work with the District Junior Chairmen to provide training on their role(s).
  - Work with the District First Vice President in communicating to the District Chairmen.
  - Work with the District First Vice President in the promotion of the GFWC Community Service Programs (including but not limited to, recognition of Chairmen and the Community Service Programs at District Meetings).
- ◆ May serve as Junior Reporting Chairman
  - Work with the District Reporting Chairman or the District First Vice President in training clubs on GFWC Reporting.
  - Work with individual Junior clubs in preparing reports.
  - Provide assistance in preparing and executing the District Reporting Workshop(s)
  - Manage the Junior awards process for the District (if Juniors Clubs are judged separately).
  - May work with the District Reporting Chairman/District First Vice President in creating award certificates.
  - May work with the District First Vice President/District Reporting Chairman in creating a District Awards booklet outlining the winners of District Awards and summaries of the work accomplished in the program areas.
- ◆ May serve as Junior Leadership Chairman
  - Work with the District First Vice President or District Leadership Chairman in promotion of the GFWC Leadership program area.
  - Assist in the planning and execution of the District Leadership Workshop.
  - Support club leaders in taking steps into District Leadership.
  - Assist in identification of potential District and GFWC Virginia leaders.
  - Promote GFWC and GFWC Virginia LEADS programs.
- ◆ Acquire a GFWC Club Manual if not provided through GFWC Virginia. Be sure to take time to READ ALL federation publications.
- ◆ Submit expenses according to District Junior Financial Rules for reimbursement. If you choose to donate the costs of the office, provide record of expenses to ensure costs of position are understood.
- ◆ Update District Job Description to ensure it is in line with the expectations of the office and make suggestions for changes to Director of Junior Clubs.
- ◆ Maintain records of the office of the District Assistant Director of Junior Clubs. Retain files from three previous administrations.
- ◆ Near the end of the administration purge files, offer to meet with incoming officer and pass files to your successor by August 1.



## Alice Kyle District Job Description

## JUNIOR SECRETARY

**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 6 - District Officers
- Section 10 – District Junior Clubs

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policies 8 & 9 – District Meetings

The District Junior Secretary should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws and the District Standing Rules and refer to them often.

**RESOURCES**

- GFWC Staff
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia Junior Secretary/Treasurer
- District Third Vice President/Director of Junior Clubs
- District Secretary
- District Officers
- Fellow District Junior Secretaries and/or Secretary/Treasurers
- Federation Publications – *GFWC & GFWC Virginia Clubwoman Magazines*, District Newsletter, *GFWC News & Notes*, and District Yearbook (Subscribe to GFWC and GFWC Virginia magazines if not provided)
- Junior Club Newsletters – ask to be included on their mailing list
- Federation websites
- Robert’s Rules of Order Newly Revised

**DUTIES**

- ◆ Represent District Juniors through attendance and participation in the following GFWC Virginia and GFWC meetings:
  - Attend orientation prior to the start of the Administration.
  - Attend GFWC Virginia Conferences.
  - Attend GFWC Virginia Conventions.
  - Attend GFWC Conventions, if possible.
  - Attend SER meetings, if possible.
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Attend all meetings of the District Juniors and District Junior Executive Committee/Board and regular district meetings.
- ◆ Keep accurate minutes of all District Junior Meetings and all Junior Executive Committee/Board meetings.
- ◆ Provide copies of minutes (electronically or hard copy) to the following:
  - Committee approving the minutes within 2 weeks of the meeting
  - Junior Executive Committee within 2 weeks of the meeting for review/comment
  - Final minutes to District Director of Junior Clubs, Junior Officers & District President within 30 days of the meeting

- Maintain records of minutes, including attendance at District Junior Meetings, for District
- ◆ Assist the Director of Junior Clubs when requested.
- ◆ Provide receipts/voucher for all expenses submitted to district for reimbursement of expenses.
- ◆ May work with District Secretary to provide Club Secretary training at District Leadership workshops.
- ◆ Acquire a GFWC Club Manual if not provided through GFWC Virginia. Be sure to take time to READ ALL federation publications.
- ◆ Submit expenses according to District Junior Financial Policies/Rules for reimbursement. If you choose to donate the costs of the office, provide record of expenses to ensure costs of position are understood.
- ◆ Update District Job Description to ensure it is inline with the expectations of the office and make suggestions for changes to Director of Junior Clubs.
- ◆ Maintain records of the office of the District Junior Secretary. Retain files from three previous administrations.
- ◆ Near the end of the administration purge files, meet with incoming officer and prepare files to pass to your successor by August 1.



## Alice Kyle District Job Description

<b>JUNIOR TREASURER</b>
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**REFERENCES**

Official Duties Referenced in **GFWC Virginia Bylaws – Article V – Districts**

- Section 6 - District Officers
- Section 10 – District Junior Clubs

Additional Duties as Referenced in **District Yearbook**

- Policy 6 – Appointment of Standing Committees
- Policies 8 & 9 – District Meetings
- Standing Rule 9 – Financial Review Committee
- Policy 1 – Fiscal Year
- Policy 3 - Fundraising

The District Junior Treasurer should become knowledgeable about the other Articles and Sections of the GFWC Virginia Bylaws, GFWC Virginia Junior Standing Rules and the District Standing Rules and refer to them often.

**RESOURCES**

- GFWC Staff
- GFWC Virginia Executive Secretary at Headquarters
- GFWC Virginia Junior Secretary/Treasurer
- District Third Vice President/Director of Junior Clubs
- District Treasurer
- District Officers
- Fellow District Junior Treasurers and/or Secretary/Treasurers
- Federation Publications – *GFWC & GFWC Virginia Clubwoman Magazines*, District Newsletter, *GFWC News & Notes*, and District Yearbook (Subscribe to GFWC & GFWC Virginia magazines if not provided)
- Junior Club Newsletters – ask to be included on their mailing list
- Federation websites
- Robert’s Rules of Order Newly Revised

**DUTIES**

- ◆ Represent District Juniors through attendance and participation in the following GFWC Virginia and GFWC meetings:
  - Attend orientation prior to the start of the Administration.
  - Attend GFWC Virginia Conferences.
  - Attend GFWC Virginia Conventions.
  - Attend GFWC Conventions, if possible.
  - Attend SER meetings, if possible.
- ◆ Represent Federation to clubs by accepting invitations to club meetings, installing officers and participating in other club activities as requested.
- ◆ Attend all meetings of the District Juniors and District Junior Executive Committee/Board and regular District meetings.
- ◆ Collect all monies belonging to the District Juniors.
- ◆ Disburse District Junior funds to cover necessary District Junior expenses as allotted in the Junior budget and/or authorized by the District Junior Executive Committee.

- ◆ Shall notify clubs of delinquent dues.
- ◆ Submit financial records to the Financial Review Committee within 30 days following the close of the administration.
- ◆ Open and maintain a District Junior bank account(s) at a financial institution that is FDIC approved.
- ◆ May need to be bonded.
- ◆ Keep accurate records of all Junior funds.
- ◆ Assist the Director of Junior Clubs when requested.
- ◆ May serve as Junior Budget Committee Chairman
  - Work with appointed committee to draft budget.
  - Present budget at each Spring District Junior Meeting for approval by the Junior membership.
- ◆ May work with the District Treasurer to provide Club Treasurer training at District Leadership workshops.
- ◆ Acquire a GFWC Club Manual if not provided thru GFWC Virginia. Be sure to take time to READ ALL federation publications.
- ◆ Submit expenses according to District Junior Financial Rules for reimbursement. If you choose to donate the costs of the office, provide record of expenses to ensure costs of position are understood.
- ◆ Update District Job Description to ensure it is in line with the expectations of the office and make suggestions for changes to Director of Junior Clubs.
- ◆ Maintain records of the office of the District Junior Treasurer. Keep Treasurer's records for six administrations.
- ◆ Near the end of the administration purge files, meet with incoming officer and prepare files to pass to your successor by August 1.