

## Executive Resource Guide

June 2016

### **CFUW WEBSITES:**

**CFUW National Website** for the public: <http://www.cfuw.org>; <http://cfuw.ca>;  
<http://www.fcfdu.org/>

**CFUW Member Resources:** <http://www.cfuwadmin.org/> \*\*\*\*NEW

The username is: viewonly

Password is: cfuw4321 *(This log in information is the same for all clubs)*

This site consists of lots of valuable resources for Clubs organized under 6 headings:

- Member Tools & Resources – from membership recruitment to program ideas to webinars, etc
- Membership Benefits – member discounts, travel, webinars and lifelong learning
- Governance - approved and draft CFUW documents, Board minutes
- Advocacy & Resolutions – National Initiatives, Advocacy action, resolutions policy, etc.
- News & Dates – newsletters, Club news, calendar
- Club Awards & Grants – all the grants and awards for clubs

**Club Membership:** <http://www.cfuwmembership.org> **(Check here for further data entry instruction)**

This site allows you to update club executive information, record the number and type of club members, and allows you to be able to print out your invoice membership dues. The Directory is also on the site under the “View Only” tab. The site requires a club username and password. If you do not know or remember yours, please email Elizabeth Whyte in Member Services [membershipservices@cfuw.org](mailto:membershipservices@cfuw.org).

**CFUW National Office**

331 Cooper Street, Suite 502  
Ottawa, Ontario, Canada  
K2P 0G5 Toll-free phone: 1-888-220-9606; Fax: 613-234-8221

**Executive Director:**

**Robin Jackson**, 613-234-8252 ext: 102 [cfuwed@rogers.com](mailto:cfuwed@rogers.com)

**Membership Services and Communications Coordinator**

**Elizabeth Whyte**, 613-234-8252 ext: 101 [cfuwgen@rogers.com](mailto:cfuwgen@rogers.com)

**Advocacy Coordinator:**

**Maddie Webb**, 613-234-8252 ext: 106 [cfuwadvocacy@rogers.com](mailto:cfuwadvocacy@rogers.com)

**Fellowship Program Manager:**

**Betty Dunlop**, 613-234-8252 ext: 104 [fellowships@cfuw.org](mailto:fellowships@cfuw.org)

**Book Keeping Software Developer:**

**Ryszard Kowalski**, 613-234-8252 ext: 107 [cfuwfin@rogers.com](mailto:cfuwfin@rogers.com)

**This electronic resource allows easy access to CFUW related websites. We encourage you to save it to your desktop as a reference guide (Save as a document. Right click, select “send to” and select desktop shortcut option).**

**1. Club Membership:** <http://www.cfuwmembership.org> (Check here for further data entry instruction)

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**2. CFUW Admin - Member Resources:** <http://www.cfuwadmin.org/> \*\*\*\*\*NEW

The username is: viewonly

Password is: cfuw4321 (This log in information is the same for all clubs)

This site comprises of approved and draft CFUW documents, Board minutes, material related to Annual General meetings and Archival material and information on the resolution process, including draft resolutions and much, much more!

**3. Additional information on the following topics, please email:**

Advocacy: [cfuwadvocacy@rogers.com](mailto:cfuwadvocacy@rogers.com)

Action Newsletter: [cfuwadvocacy@rogers.com](mailto:cfuwadvocacy@rogers.com)

Resolutions: [cfuwadvocacy@rogers.com](mailto:cfuwadvocacy@rogers.com)

Articles and Bylaws: [membershipservices@cfuw.org](mailto:membershipservices@cfuw.org)

**4. Educational materials are available on the following CFUW websites:**

Ontario Council: <http://www.cfuwontcouncil.ca/>

British Columbia Council: <http://sites.google.com/site/cfuwbccouncil/>

Atlantic Regional Council: <http://sites.google.com/site/cfuwatlantic/home>

**5. International Federation of University Women/Graduate Women**

GWII/IFUW <http://www.graduatwomen.org/>



## Club Executive End of Term Checklist



### EXECUTIVE COMMITTEE

- Slate of Officers is complete and voted on by the general membership
- Establish meeting date for official transfer of information to new executive
- Executive Manual for each executive position has been updated/revised

Content suggestions:

Executive contact information, meeting dates, Articles/By-laws, portfolio responsibilities, communication plan, calendar, financial policies, sample forms, Insurance certificate

- Club AGM executive reports are complete and published/shared with general membership
- Executive meeting dates and location are being arranged in cooperation with the new President
- Required names and contact information have been updated on the National Membership website and submitted to your RD. **The new executive contact information is needed for the CFUW Directory.**

### FINANCIAL CONSIDERATIONS

- A financial review is in place for the end of the current financial year.
- A budget for the coming year has been passed at the club's AGM
- To the extent that club funds allow, the budget should include club attendance/representation at:
  1. A Fall Gathering
  2. 3 Standing Committee Meetings (Ontario Council)
  3. Provincial Council AGM
  4. National AGM

- Bank signing authority has been updated with at least 2-3 people to sign
- Deadline to pay membership dues has been communicated to the general membership
- A fundraising plan to support scholarships has been developed or is in place

## **GENERAL MEETING PROGRAM**

- General Meeting location and dates have been confirmed
- Speakers have been confirmed or are in process
- A club brochure has been created
- The club brochure has been printed and distributed or is in process
- The website has been updated
- Privacy filter regarding publication of email addresses, names and phone numbers has been applied to all public documents
- The following expression is inserted on brochures, websites, membership application forms, by-laws, newsletters, press releases, PSAs, advertisements, presentations, correspondence, and announcements: ***“CFUW has over 100 Clubs and is the largest affiliate of the GWI/IFUW.”***

## **GENERAL ITEMS**

- An action plan exists to attract new members
- A membership retention plan is in place
- There is a strategy for club promotion within the community
- There is a strategy in place for community engagement
- Advocacy initiatives have been identified for consideration
- Calendar for the upcoming year has been reviewed and known events included