



cfuw fcfd

Realizing potential. For all women.
Le pouvoir par le savoir.

**Handbook for CFUW Club Presidents
and
Leaders**

**LEADERSHIP
HANDLING CONFLICT
RUNNING EFFECTIVE MEETINGS
STAYING SANE
EVENT PLANNING
& OTHER USEFUL TIPS**

Compiled by
CFUW Staff and Volunteers

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A service of CFUW National Office

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CLUB LEADERS

Good leaders make people feel that they're at the very heart of things, not at the periphery. Everyone feels that she makes a difference to the success of the organization. When that happens, members feel centered and that gives their work meaning.

Do not be put off by the length of this document. It is a resource to help over the course of a president's term. Use this as a reference; consult the Table of Contents for the items which are most relevant to you. If you don't find the answers you are looking for here, contact your RD, Regional VP, National Office and the CFUW websites: <https://www.cfuw.org> and <https://cfuwadmin.org/>

The Basic Needs of People in Groups

In order for your club to flourish, the members must have the sense that the Leader(s) and the Executive are meeting their needs and are empathetic.

"As a leader if you want my loyalty, interest and best efforts as a group member you must take into account the fact that I need:

1. To feel at home:
 - A feeling that I am sincerely welcome.
 - A sense of belonging
 - A feeling that no one objects to my presence.
 - A feeling that I am honestly needed for my self, not just my hands, money, or connections
2. A share in planning the group goals - my need will be satisfied only when I feel my ideas have had a fair hearing.
3. To feel that the goals are within my reach and that they make sense to me.
4. To feel that what I am doing has a real purpose or contributes to human welfare – that its value extends beyond the club itself.
5. To know clearly and in detail what is expected of me so I can work confidently.
6. A share in making the rules of the group – rules by which we all shall live and work towards our goals.
7. To have responsibilities that challenge, that are within the range of my abilities and that contribute towards our goals.
8. To see that progress is being made toward the goal that we have set.
9. To be kept informed. What I am not up on I may be down on.

10. To have confidence in our leader – confidence is based on the assurance of consistent fair treatment.
11. Recognition when it is due and trust that loyalty will bring increased sense of security, mutual respect and confidence.
12. Regardless of how much sense it makes to the leader, the situation in which I find myself must make sense to me.”

EFFECTIVE DECISION MAKING

Executives, boards, and other leadership groups are tasked with making effective decisions for their organizations. The purpose of an effective group decision is to get well-considered, well-understood, realistic action towards goals that everybody wants.

There are five characteristics of effective decisions

- ❑ The resources of the group are well used.
- ❑ The time is well used.
- ❑ The members of the group are clear about the goal and the decision.
- ❑ The decision is optimal and of high quality.
- ❑ All members of the group put the decisions into effect.

CONFLICTING POINTS OF VIEW

In any group differing opinions are normal. CFUW members commit to communicating in a respectful manner and honouring the dignity of all parties. CFUW club members abide by the Respectful Treatment Policy and a Code of Ethical Behaviour. Both resources are useful guides and may be accessed through these links:

<https://cfuwadmin.org/wp-content/uploads/2020/03/Code-of-Ethical-Behaviour-Report-and-Policy.pdf>

Differing points of view can be a problem, but it can also be positive. When group members express conflicting view points the group reaches more imaginative solutions than if everyone passively agrees. It is important to hear everyone’s opinion, discuss options and reach a good decision.

There are several ways to handle conflict.

There are various techniques for decision making, some more effective than others

1. Authority rule.
2. Minority rule.
3. Majority rule.
4. Consensus.

An effective decision-making process:

- ❑ State the issue(s)
- ❑ Outline alternatives
- ❑ Sum up
- ❑ Work on agreement
- ❑ Acknowledgement of group that the agreement will be honoured no matter what a member's personal view may be.

All members of the group must show leadership and contribute their special skills to the goals of the group. People have different abilities and approaches:

Task Oriented individuals keep the group track.

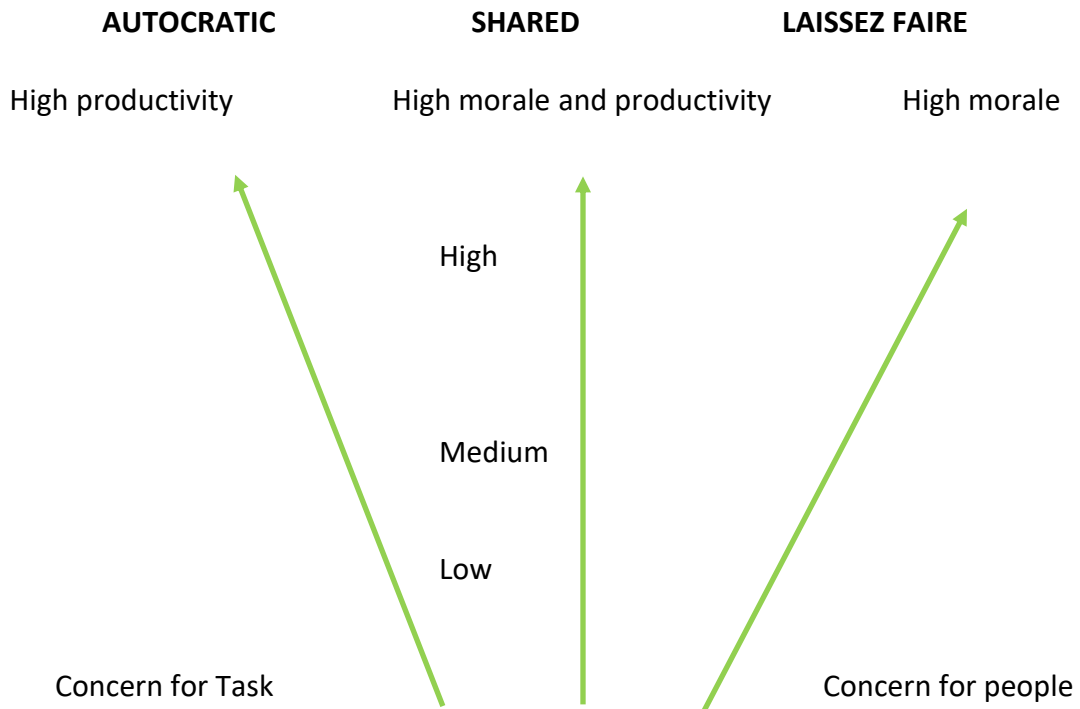
People Oriented individuals motivate others to keep working by making them feel good about themselves and the task.

Authoritarian, solely task-oriented decisions result in low ownership by members and high dissatisfaction with the decision.

When a group is led without a sense of direction, consultation and with low **participation** the group feels that time is wasted. Tasks take a long time to get started.

With democratic decisions where all parties have input – the group feels happy about the decision and good about the process.

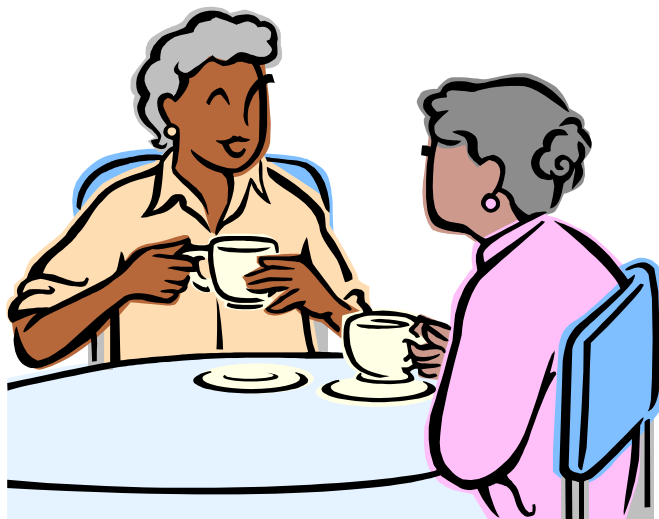
TYPES OF LEADERSHIP



Shared leadership resulting from balancing concern for task and concern for people.

BASIC PRINCIPLES FOR AN EFFECTIVE GROUP

1. All contributions are viewed as belonging to the group, to be used or not as the group decides.
2. Each member speaks only for herself and lets others speak for themselves.
3. Members do not ignore seriously intended contributions.
4. Members check to make sure they know what a speaker means before they agree or disagree.
5. All members contribute in different or complementary ways.
6. Whenever a group senses it is having trouble getting work done it tries to find the reason and mitigate it.
7. The group makes the decisions openly. It views each decision as a provisional trial.
8. The group brings conflict into the open and deals with it respectfully.
9. The group looks upon behaviour of a member which hinders its work as happening because the group allows or fosters it.



THE JOY OF MEETINGS

Meetings are where decisions get made and action is put in motion.

Organizing a Meeting – Chair:

Not all clubs have the same leadership structure. The following is a general guide that can be applicable to any meeting.

1. Plan

- Is this meeting really necessary?
- Are the objectives focussed? realistic?
- Ask members what they want on the agenda.

2. Inform:

What do you want from the discussion? Consider needs of meeting participants and their expectations.

3. Prepare:

Consider and plan for the size of the meeting, duration, format, facilities, speakers, resources.

4. Agenda:

- List subjects in sequence
- Make logical connections
- State time restrictions per item
- Allot time for discussions
- Send out Agenda ahead of time.

5. Structure and Control:

Recognise the importance of the first few minutes of the meeting in establishing atmosphere through:

- Eye contact, handshake, smile, greeting.
- Name exchange – round robin (if needed)
- Enthusiasm and positive approach
- Punctuality (professionalism).

Opening Remarks (brief):

- ❑ If a singular topic or motion to be discussed, state what it is to help attendees stay on track.
- ❑ Introduce guests.
- ❑ Review/approve Agenda.
- ❑ Accept changes at this time
- ❑ Allow for interpretation and discussion during the meeting – but do not allow discussion to wander or go on for too long.

6. Summarise and Record:

Be sure that motions are correctly recorded – insist on written motions and be sure the name of the proposer and, if necessary, seconder are recorded. Name person/persons responsible for actions – be sure this goes in the minutes. When calling the vote be sure that people know what they are voting on. It is always best to restate the question as written.

7. *Robert's Rules of Order, current edition (which is 12th)* is the parliamentary authority used by CFUW. *Robert's Rules In Brief* is an excellent resource for club leaders. The current edition is the 3rd.

- ❑ It is based on English Parliamentary Law known as Parliamentary Procedure.
- ❑ Helps you avoid confusion and time wasted on procedural arguments.
- ❑ The Chair of the meeting should have some understanding of:
 - The order of precedence for motions.
 - Points of Order.
 - Voting procedures (see Appendix A)

If you have any questions or concerns about parliamentary procedure, CFUW has a trained parliamentarian and a governance committee available to offer assistance. Your regional Council may also have a parliamentarian.



Plan Your Term of Office

It is important for you to have a plan beginning with an overview of what needs to be done and what you wish to accomplish.

1. Set goals in collaboration with the club executive, board or leadership team
2. Set a schedule for meetings
3. Plan your meetings working with the leadership team

Be aware of and become knowledgeable about:

- ❑ CFUW Articles of Incorporation and By-Laws and Administrative Procedures;
- ❑ Provincial or Regional Council By-laws (if relevant);
- ❑ Club By-laws and Administrative Procedures;
- ❑ The importance of proper application of Parliamentary Procedures and rules of order;
- ❑ Advocacy Policies: Resolutions come from clubs destined for consideration at provincial, national or international policy meetings. This is an important part of the work of the organization. Note: Some clubs plan something special, like a dessert evening, on Resolutions night to encourage strong attendance.

RUNNING EFFECTIVE MEETINGS

For Each Meeting

1. Know the purpose
2. Organize ahead of time
3. Know who is participating and encourage participation
4. Know what results are expected or hope for

You as a Leader – Remember the Five Be Ps

1. Be Punctual
2. Be Poised
3. Be Patient
4. Be Peaceful
5. Be Prepared

How to Prepare for a Meeting

1. Analyse
2. Organize
3. Determine Needs
4. Deputize

The Agenda

You need an Agenda for:

- ❑ Executive, Board or Leadership Group Meetings
- ❑ General Meetings
- ❑ Committee Meetings
- ❑ Annual General Meetings

The General Meeting

- ❑ Draft an agenda
- ❑ Be brief and organized
- ❑ Be punctual
- ❑ Be impartial
- ❑ Be courteous

Outline for the General Meeting (for an example General Meeting Script – see Appendix B)

1. Welcome and introductions
2. Hand the meeting over to the Program Chair.
3. After the program is over resume the Chair.
4. Call for additions to the agenda; agenda does not need to be approved
5. Call for corrections to the minutes; declare them approved as presented or corrected. No motion is necessary.
6. Call for reports, including correspondence.
7. Present motions, if any
8. Ask if there is any further business.
9. Adjourn the meeting.

SUGGESTED ORDER OF BUSINESS FOR A CLUB GENERAL MEETING

NOTE: The Program - The program can be before or after the business meeting. When it's time for the program the Chair turns the meeting over to the program chair. After the program the Chair resumes the chair.

1. Call to order.
2. Establish a quorum is present (number of people necessary for a legally constituted meeting at which binding decisions can be made).
3. Opening ceremonies – would include introductions; in absentia; recognition of guests, etc.

4. Agenda: Approval of the agenda – call a vote to approve with amendments if any. Agenda does not require a vote but if taken, requires a 2/3 vote to change it.
5. Approval of Minutes as circulated or as corrected.
6. Reports of Officers – Treasurer reports and other officers who have special duties or need to remind Club members of anything (party, webinar, fund-raiser etc.). These reports should be kept short.
7. Reports of boards if any (Executive Committee or Board of Directors; Board of Trustees – Scholarships, etc.). Also keep these short.
8. Reports of Standing Committees of Club (Status of Women, Public Issues, etc.)
9. Reports of Special Committees (committees that exist to carry out a special task).
10. Special Orders (matters which have been previously assigned a special priority – perhaps by the Executive - and need a Club vote; this would be the place to vote on national and international matters).
11. Unfinished business (matters previously introduced that have come from a previous meeting). – This is also called “Business Arising” and often is dealt with right after the minutes.
12. New Business if any (something introduced at this meeting).
13. Announcements
14. Closing/adjournment.

Note: RONR includes a standard rule of order for such matters as Roll Call of Officers; introduction of new members; correspondence; Reports of Delegates (to an AGM or other CFUW meeting).

Guidelines for the Business Meeting

Agenda: The agenda is your plan for the meeting and should be designed to move in a logical manner from one topic to the next and make sure that the objectives of the meeting are realized.

The Minutes: Minutes are the record of decisions made, not a record of what was said.

Guidelines for taking minutes

1. Minutes should be taken by the Secretary or Secretary Pro Tem.

2. All motions should be presented in writing for the Secretary.
3. What should be recorded?

- ✓ The motions as put on the floor.
 - ✓ The proposer and seconder of motions.
 - ✓ If discussion on a motion has not begun or it has no seconder, the motion dies.
 - ✓ Record the result of the vote.
 - ✓ Record actions to be taken.
 - ✓ Record who will take actions.
 - ✓ Record what was done, not what was said although a brief summary of the points in a debate can be included.
 - ✓ Do not quote individuals or name them. However, a member can ask, with membership approval, to have a statement included in the minutes or have a dissenting vote noted.
4. Minutes should be reviewed prior to distribution to correct any obvious errors.
 5. Minutes can be distributed in advance. Minutes are not read aloud prior to being adopted by the members unless they were not circulated in advance.



EIGHTEEN STEPS TO A BETTER EXECUTIVE or BOARD MEETING

Before the meeting

1. Plan the meeting carefully: who, what, when, how many, where, why
2. Prepare and send out Agenda in advance
3. Come early and set up the Meeting Room or ensure it has been set up as needed or log in early

At the beginning of the Meeting

4. Start on time
5. Get participants to introduce themselves if needed – especially if there are new members or special participants such as a Regional Director
6. If needed, define expectations for the meeting
7. Approve Agenda

During the Meeting

8. Focus on one item at a time until it is completed. From time to time, it may make sense to change the order of items on the agenda. This can be done by unanimous consent

At the end of the Meeting

9. Establish follow-up action: who, when, what
10. Set or remind members of the date and place for the next meeting
11. Close the meeting crisply and positively
12. Clean up and re-arrange the room or log out

After the Meeting

13. Secretary prepares the minutes
14. Follow up on action items and begin to plan for the next meeting

TIPS FOR LEADERS

1. **Delegate** so people feel they are contributing and learning.
2. Keep abreast of correspondence. Pass it on to the person who can handle it.
3. Keep lines of **communication** open. Be approachable and listen to concerns that are raised. Keep the other executive members informed.
4. Always **deal with controversy** promptly and respectfully.

5. Always **look for opportunities** to get other people involved.
6. Always **count close votes**.
7. Always **check the microphone** before a meeting starts.
8. Always **arrange papers** before a meeting starts.
9. Always **prepare an agenda**.
10. Never read long bulletins and correspondence – let the **executive present short reports** and post or hand out longer ones.
11. **Take time** to share information about CFUW, Regional Council and our partners with your Club members.
12. **Remember you are not alone. Support is available from:**
National Office and the Membership Coordinator memberservices@cfw-fcdu.ca
Regional Director
Regional VP

Perseverance is failing nineteen times and succeeding the twentieth.

- Julie Andrews



ANNUAL GENERAL MEETING

An Annual General Meeting is held only once per year and is usually required by the club's Bylaws. Its purposes are:

1. Elect the officers/board/executive
2. Present annual reports from Officers and Directors. These are generally assembled as one document. No action is needed.
3. Establish committees if needed
4. Receive the Financial Reports and appoint an Auditor or someone to review Club books (this may vary according to your by-laws)
5. Present the budget and adopt if required.



ELECTRONIC MEETINGS

The pandemic taught us the benefits and challenges of holding meetings online through such platforms as ZOOM.

Currently, ZOOM the most common platform used by CFUW although other similar online meeting platforms are available. CFUW has a number of ZOOM accounts that may be used by Clubs for meetings. It is also possible to set-up a Club ZOOM account.

ZOOM offers many free workshops on how to use the platform. In addition, the CFUW Membership Coordinator is available to offer assistance.

DOCUMENTATION – A CLUB NEEDS ...

1. A copy of its **Charter**. If not available it can be replaced by contacting memberservices@cfuw-fcfdu.ca
2. **By-Laws**: Keep an up-to-date copy of your By-Laws and please supply National Office with a copy whenever you amend this document.
For assistance with by-laws, contact National Office for a referral to the Articles and Bylaws Committee
3. **Minutes**: Keep copies of all Minutes (Executive and General Meeting Minutes) and make sure that they are signed by the President and the Secretary. They should be archived at the end of each year. **You may also want to keep a motion book. Once a motion is adopted it is an act of the club until it is amended or rescinded. Keeping a motion book makes it easy to track decisions of the club.**
4. **Budget and Financial Statements**: Be sure to have a copy of your yearly budget and financial statement for your records. Financial statements should also be archived.
5. Try to establish a **delegate fund** to make sure that a club representative is able to attend the CFUW AGM and any provincial or regional council AGM.
6. **Quorum**: A quorum (number of members needed to make a meeting official) should be set in the By-laws. A good functional quorum would be about 20% of the members but can also be a specific number or another percentage.
7. **Dissolution**: There should also be a dissolution clause in the event the club decides to cease operation.

CFUW CLUB PRESIDENTS' CALENDAR

It is very important to keep current with the CFUW Calendar. The calendar is on available in the Club Directory and on the website.

<https://members.cfuw.org/calendar>

Time sensitive items are also posted in the Club Action Newsletter. You can add your own club reminders and deadlines to these general dates from CFUW. Precise dates will change year to year.

Important Note:

The CFUW Fiscal Year runs May 1- April 30. Clubs are not obligated to follow the same fiscal year.

Club and Council AGMs: Many clubs and councils hold their Annual General Meetings around this time.

May 1 CFUW dues are due and payable for the year just begun. Many clubs pay their dues as early as March. Clubs that have not paid their dues prior to the AGM, or any Special General Meetings that may be called, will not be able to vote.

Clubs must report to national club scholarships and donations.

May 15 Complete Club Membership Data online at the Administrative site www.cfuw.org at the admin log-in section before **May 15**.

May 30 International Women's Day Project donations due

May 31 Fill out membership information – Club contacts and data for the coming Club year **before June 1**.

Variable : Notice of meeting for the CFUW AGM. Notice of an annual general meeting must be sent out to all Clubs not less than **twenty-one (21)** or more than **sixty (60)** calendar days prior to the meeting.

JUNE

Applications for Fellowships for the academic year available from the Charitable Trust website: <https://cfuwcharitabletrust.ca/> and on the Fellowships & Awards website: <https://cfuw.org/fellowships-awards/>

Club Turnover Meeting and/or Board Orientation

Check your club By-laws and/or Administrative Manual.

Organise an **Executive/Board Orientation** for the new Executive Committee – usually in June or hold in conjunction with the turnover meeting. Often clubs do not have that many new Board or Executive Committee members so an orientation may not be needed.

National AGM – The National AGM may be held this month – date varies.

Click on this link for information on the AGM and policy meeting:

<https://cfuw.org/what-we-do/annual-general-meetings/>

JULY – AUGUST

Normally there are few if any CFUW activities in the summer.

Club – Some club committees such as Program, Communications and Fundraising may meet in summer to prepare for the start of the new season in September

Some clubs may have annual club events at this time.

GWI – for GWI supporting clubs: every three years **Graduate Women International holds a Triennial Meeting** usually in July but may vary.

Information will be provided well ahead of time for this event.

August: Order supplies from National if needed for fall meetings.

SEPTEMBER

Club Visits: Plan to invite the CFUW President, your area Vice President and Regional Director to visit your Club – once in a Biennium.

Plan for October “Women’s History Month”.

Advocacy: National Office sends final wording of CFUW policies from the AGM – also see website. The Fall Advocacy Package based on the Resolutions and CFUW National Initiatives is circulated to Clubs. Sample letters for sending to your local MP are included.

Plan for advocacy activities such as writing letters to and arranging meetings with **local representatives (MP or MPP, MNA, MLA)**. Focus on both the Government’s agenda and the most recent CFUW resolutions.

Copies of any letters or briefs should be sent to the national office.

Future Resolutions: Discuss any ideas for resolutions your members might wish to submit to the next year's AGM.

Regions and Councils: Some regions and councils hold fall meetings.

Fellowships: National announces the recipients of fellowship awards

OCTOBER

Advocacy: If your club has decided to submit a resolution, check deadlines at cfuadmin.org.. Finalize subject matter and research. Get Club and Executive approval.

CFUW Articles and By-laws Amendments: Contact Chair of CFUW Constitution and By-Laws if your club is planning to submit an Amendment.

Plan any possible holiday events to be held in December.

NOVEMBER

November 1 This is often the last day for submission of **Resolutions to the Resolutions Committee**

Resolutions Information is posted on CFUW website.

<https://cfuw.org/resolutions>

Check on CFUW Constitution and By-Laws amendment deadline.

All time sensitive announcements are included in the Club Action News.

November 15

Application deadline for anyone wishing to be a delegate at the **UN Commission on the Status of Women**. CFUW is limited to 20 participants. GWI also sends 20 participants and Canadian members may apply to be part of this delegation instead of the CFUW one.

Note: This was a virtual event in 2021 which allowed for more participants. **Deadlines vary annually.**

Nov 25 to Dec 10

16 Days of Activism Against Gender Based Violence: Plan activities to mark and support this international initiative. Both CFUW and GWI will have national and international materials you can use.

DECEMBER

December 6 National Day of Mourning for Violence Against Women. This is the date of the École Polytechnique Massacre and many clubs hold an annual event to mark this day. Partner with other local women's organizations if possible.

The **CFUW Charitable Trust** awards an annual École Polytechnique Fellowship and accepts donations from Clubs and individuals towards the award.

Many clubs hold holiday events during December.

JANUARY

Club Nomination Committee – maybe time to start work on Club Nominations.

Early January - forward an up-date tally of your membership to your CFUW Regional Director (members that joined between June 1 and December 31)

January 31 Final Club Membership Numbers to be submitted by Clubs to CFUW National.

FEBRUARY Fellowships: Deadline for applications will be during this month.
Resolutions: Check Resolutions schedule

February 9 Deadline to submit the completed draft resolutions.
The Resolutions Committee works with proposers to have a final draft ready to be sent out to clubs.

Dates may vary so look for communication from the Resolutions Committee in The Club Action News

MARCH

Variable **Deadline for submitting motions to the CFUW Annual General Meeting.**
According to the *Canada Not for Profit Corporations Act* this must be between **90 and 150 days before the anniversary of the previous annual meeting of members.**

March 8 **International Women’s Day** – many clubs hold events on this day or members participate in local, national or international IWD activities.

Resolutions: Many clubs study and debate the resolutions and any Article and By-Law proposed amendments this month.

CFUW Elections: If it is an election year clubs may also make decisions about which candidates to support at the regional, provincial and national levels.

March 31 Deadline for applications for small club grants

APRIL

April 1 Deadline for applications for the **Library Award (every second year)**
Deadline for applications for the **Creative Arts Award (alternating years)**

April 24 Last day to submit amendments to proposed resolutions

April 30 **Club Award Applications deadlines for:**
Information for New Members Award
Member Increase Award Applications
International Relations Award Applications
International Women’s Day Award applications
Special Project Applications

COMMUNICATION

CFUW has 3 websites:

- **Public** – www.cfuw.org
- **Member Resources:** www.cfuwadmin.org:
 - Go to: www.cfuwadmin.org and click on "Member Login".
 - Enter username: viewonly
 - Enter password: cfuw4321
- **Club Administration Database Website** at www.cfuwmembership.org For Club Executives only. this website is used for updating contact information, membership numbers, local scholarship amounts and other donations, etc.
The authorized member of the club executive must contact the National Office or memberservices@cfuw-fcfd.ca for 'login' information.
All members are encouraged to visit and use www.cfuw.org and www.cfuwadmin.org

Other sites:

CFUW Charitable Trust <https://cfuwcharitabletrust.ca/>

The CFUW Club Action Newsletter is the primary means of communication between National Office and the Clubs. [click here](#) . It will direct you to the sign up window. Enter your contact information. Note – if you do not receive the e-newsletter check your junk folder. To avoid it going there, you can add memberservices@cfuw-fcfd.ca as a trusted email.

Encourage all members of your Club to sign up to receive an electronic copy of the Club Action Newsletter.

SOCIAL MEDIA AND WEBSITES:

Social media is an extremely useful tool to reach Club members and to promote CFUW in the community and further afield.

CFUW is on:

Facebook

YouTube

Twitter

The CFUW directory has the capacity to add your Club's Twitter, Facebook, and website links so that they can be shared with other clubs. To do so, log-in to the membership site, Select Clubs > Club Contact Information > Edit > Add in the links on the page provided. Then notify memberservices@cfuw-fcfd.ca of the changes.

Consider:

- **Sharing events, speakers, and Club activities by contacting member services for inclusion in a Club Action Newsletter.**
- **Posting Club events, speakers, and activities to social media**
- **Helping spread the reach of CFUW by following other CFUW Clubs on social media**

FOR ASSISTANCE WITH SOCIAL MEDIA OR CLUB WEBSITE, CONTACT MEMBER SERVICES

Branding files can be found here:

https://drive.google.com/drive/folders/1I3OE0OVCdKIBtPI-cVHowpO49bJzhe88?usp=drive_link

CLUB RESOURCES

NOTE: Materials on the CFUW Members Only website may become outdated, especially regarding procedures, dates and deadlines. Check for the most recent versions of any resources. (Executive Resource Guide, CFUW Directory, etc.)

The President's or Club Leader's File should contain:

- List of current Club Executive with contact information
- Club Executive Job Descriptions
- Club Finance Reports and Budget
- Club Charter – or copy of Charter – know where it is
- Club Constitution and By-Laws or Articles and By-laws (terminology varies)
- Club Minutes for at least the past two years
- Executive Minutes for past two years
- Contact list for CFUW region, province, national and for GWI (for Opt-in clubs)
- Keep an electronic record to pass along to your successor

Online Resources – download any that you refer to frequently:

- CFUW Directory: List of all national, regional, provincial and club executives plus much valuable CFUW information such as dates and timelines
- CFUW Articles and By-Laws, Administrative Manual – latest version
- CFUW Board of Directors Minutes
- CFUW monthly financial statements
- CFUW AGM Minutes
- CFUW Finance Reports
- CFUW Annual Reports
- CFUW Briefs to Government
- CFUW Policy Book
- CFUW Resolutions Procedure
- CFUW Recruitment Brochures
- CFUW Student Membership Brochures
- CFUW Fellowships and Awards Brochures
- CFUW advocacy letters – check the website at www.cfuwadmin.org
- CFUW Strategic Plan – coming soon
- GWI Advocacy and Social Media Toolkits – www.gwi.org
- GWI Member Discussion Networks – see www.gwi.org Members Corner

Please note that documentation provided for the CFUW AGM is useful as reference material that you may wish to retain in your files.

ORGANIZING AN EVENT

Clubs organize many different types of events. Some are for the Club and others are open to the wider community.

The first step is to identify the purpose of the event: fundraising, advocacy, publicity, public service, etc.

SOME EVENT IDEAS:

ACTIVISM AND THE ARTS

- **Art Shows.** Ask art students or local artists to create and donate works with a feminist theme for exhibition and/or raffle.
- **Magazine Making.** Compile a women's magazine or suggest that campus or community literary magazine adopt a feminist theme.
- **Wine-and-Cheese.** Consider combining a wine tasting with a feminist short film, art exhibit, speaker, or poetry reading.
- **Quilt.** Make a quilt out of cloth or paper. Have volunteers and other students illustrate issues affecting women with words or images.
- **Performance Art.** Sponsor a poetry or literature reading or perform a play with a feminist theme.
- **Film Festival.** Set up a series of films about women.
- **Jam.** Organize a concert featuring local female artists. If you need help with a large project like this, join forces with other women's groups or other community organizations.
- **Hosting a Major Speaker link**
- **Hosting a Forum – link**
- **Organizing an Educational Session Open to the Public**
- **Operating a booth or table at a public location (SEE GUIDE TO TABLING)**

FOOD AND DRINK

- **Cookbook.** Collect recipes from your club members and the community to produce a feminist cookbook.
- **Feminist Café.** Host poetry readings at a local café. Organize letter writing or other action to go with tea.
- **Women's Gathering.** Host a potluck dinner for women in the community featuring dishes from other countries. Have a theme, play international music,

and decorate. Make sure to set a time so that women with other responsibilities (children, jobs, etc.) can attend.

PUBLIC DEMONSTRATIONS AND SPECIAL EVENTS

Organize public demonstrations such as vigils, protests, rallies, or street theater events. See the calendar for ideas of dates to organize events around, such as Persons Day, International Women's Week and the National Day of Remembrance and Action on Violence Against Women.

PLANNING AN EVENT:

- **Start EARLY** – this can't be emphasized enough. It will save you lots of headaches.
- **KISS (Keep It Simple Stupid)** is the principle to live by. Don't ever make an event any more complex than it needs to be.
- **Be thoughtful** when it comes to presenters needs – communicate regularly and offer an honorarium to NGO speakers (they will often donate it right back to their organization).
- **Involve volunteers** as much as you can –the personal touch counts. It will also make the event less stressful for you. Striking an event committee can be a helpful way to organize the work.

Always, always, always **print room booking confirmations** and bring them with you the day of the event.

- **FUNDING:** Don't pay for what you don't have to. Seek out funding partners – local unions, businesses and professional associations may be willing to help cover costs, or at least donate meeting space. Ask early and often.
- **PROMOTION:** Email, email, email and use social media! Spread the word in your community – contact university women's centres about your events, women's studies professors, feminist NGOs, local social justice networks, churches, mosques, etc.

HOSTING A FORUM

What is a Forum?

A forum is an informative session hosted by any group or organization that desires to discuss different ideas or theories on an important topic. A forum usually consists of a panel of speakers that can include professors, professionals, community leaders, or other individuals knowledgeable about the topic. Each speaker is allowed time to address the issue which is often followed by a **discussion section amongst the speakers** or **questions from the audience**.

What is the difference between a Forum and a Teach-in?

A forum usually consists of a **panel of prominent or knowledgeable speakers** that address a group of people. These speakers may often discuss or debate amongst themselves in front of the audience. Although questions are acceptable, it is assumed that attendees are already familiar with the topic. On the other hand, teach-ins are intended to educate people about current events that they may not fully understand from news sources alone.

Organize Your Forum Event

Pick a Location, Date and Time

Reserve an accessible location in your community for the event. Make sure to set a time so that women with other responsibilities (children, jobs, etc.) can attend.

Decide on Program Content

- Once you have secured a time and a place, decide what **subject** or aspect you would like your speakers to address.
- **Set a time limit** for each speaker and choose what kind of discussion, if any, should follow.
- Decide **who will be facilitating and/or speaking at the event**.
- Ask your speakers to notify you what they plan on discussing so that you can decide the order of speakers and can better publicize the event.
- Also ask if the speakers will need any technical support. Secure any requested items as soon as possible. If you do not have these resources, be sure to notify the speakers so that they can modify their presentation.

Publicize Your Event

Invite community members to your forum.

- **Postering** should be done on community boards in some grocery stores, coffee shops, etc. as well as all over campus.
- Create a **Facebook** event and link it to the CFUW Facebook page – promote it on the **CFUW website** as well.
- **Word of mouth** is an especially good way to promote your event.
- Create quarter page **flyers** and have group members carry some with them at all times to pass out to fellow employees or classmates.
- Remember that a **personal invitation** is more likely to entice a person to come than just looking at an ad – tell everyone!
- **Directed emails** are also an easy way to get the word out.

Sign People In or Arrange to Preregister attendees

As with all your group events, a sign-in sheet should be passed around to all attendees. This will make it possible for your group to follow up with these individuals later and also provide a **possible pool of future members**.

Include an Action

Plan on ending your forum with ways that participants can become involved. Bring copies of petitions and sample letters for them to sign or take with them. It is also a good idea to provide sources where they can get more information on the issue such as websites, alternative news sources, books, and newsletters.

Solicit Feedback

Pass out an **evaluation form** so you can learn from your audience how to do an even better job next time.

Follow-up with Participants

Follow-up is an important way to make sure that participants **stay involved**. Hosting an event or action within two weeks of the forum is great way to tap into the energy generated from the forum. Consider a rally or a letter writing drive related to the issue. If a follow-up event is not feasible, at least make sure to contact the attendees from the forum to thank them and extend an invitation to work with CFUW in the future.

Forum Check List:

- ❑ Secure time and place for forum
- ❑ Arrange for chairs or other seating
- ❑ Invite and confirm people who will facilitate or speak at the event
- ❑ Publicize
- ❑ Arrange for media coverage
- ❑ Make and post flyers – start at least two weeks prior to the event.
- ❑ Send out Emails to your members and other community groups.
- ❑ Ask organizers/friends to commit to bringing a number of people
- ❑ Finalize program content and format
- ❑ Arrange for technical facilities
- ❑ Send email reminders to members, friends, co-workers, classmates, etc.
- ❑ Bring a sign-in sheet
- ❑ Bring copies of sample letters to hand out
- ❑ Bring copies of petitions to hand out
- ❑ Bring evaluation forms to hand out at the end
- ❑ Send thank you cards to speakers
- ❑ Follow up with attendees
- ❑ Host follow-up action event



HOSTING A SPEAKER

Hosting a speaker can be a great opportunity to attract and involve new people. Guest speakers can be other women's rights activists, community leaders, professors, representatives from other organizations, authors, or visitors from other countries. They can be from your local community, from another part of Canada, or from another country.

Planning for your event

- Begin planning for a major speaker event at **least a year prior to the event** and set clear goals.
- When inviting speakers, be clear about what you want them to discuss.
- Clarify whether there is a fee or other expenses that you will need to cover and how and when the speaker expects to be paid. Look for funding partners in your community: business associations, universities, unions, etc.
- **Develop an agenda** for the event with clear times and roles. Don't forget to leave time in the beginning of the event to give an introduction to CFUW and at the end to ask people to take action and get involved. Make sure to set a time so that people with other responsibilities (children, jobs, etc.) can attend.
- **Plan time for a question-and-answer period** after the speaker's talk, and think of other creative ways to encourage audience participation, such as breaking into small discussion groups.
- Assign someone to act as a host for the guest and make sure they learn about the speaker's background. This person should be around to help answer her/his questions, assist in preparation, and generally be a key contact for the speaker.
- Communicate clearly and regularly with the speaker before the event to get information about her/him, and share information about your group and the event.
- **Develop a recruitment plan**, which includes reaching out to new people whom you think the speaker will attract.
- Include a plan for signing people in at the event and for following up with newcomers.

On the day of your event

- If possible, arrange to meet speakers when they arrive, and take them to their hotel or other destination.
- Once they arrive, plan to spend time with them to prepare for the event.
- Allow time for the speaker to eat if food will be served at the event.

During the Event

- Keep time during the speech. Before the event, devise a system to let the speaker know when time is running out.
- If your speaker is attending multiple events, allow breaks in between speaking engagements.

Following the event

- Send a thank you note to your speaker.

Other things to consider

- If hosting for more than one day, remember to schedule some free time and stick to it.
- Make suggestions of things the speaker can do during their free time.
- Remember the speaker may be away from home for a long time and need access to shopping, laundry facilities, and other basic conveniences.
- Try to connect the speaker to groups they may be interested in networking with.

Questions to ask the speaker:

1. What is their complete contact information? Address, **Cell Phone**, Email
2. Who to contact in an emergency?
3. Where are they from?
4. How did they get their expertise or experience?
5. Will they send a resume and a brief bio?
6. What is their connection women's equality work?
7. What is the cost to the group?
8. Honoraria, Travel, Accommodations, Other Expenses
9. Do they have any dietary restrictions and/or special needs?
10. What equipment do they need for their presentation?
11. Do they have a preference for how the room is set up?
12. Can you take photos of them?
13. Are they available to do interviews with press?
14. Can they provide a photo to use for flyers or other promotional materials?
15. Is there anything else they need to feel comfortable?



Information to share with the speaker:

1. Contact person and contact information: Address, Phone, Email
2. What CFUW does and what we have been working on
3. Goals for the event
4. A complete agenda for the event
5. Number of members in CFUW
6. Number of people expected at event
7. A description of the expected audience

Check List

- Invite a speaker
- Secure time and place for speaker
- Develop an agenda
- Develop a recruitment plan
- Publicize speaker event
- Make and post flyers – start early!
- Send out emails to your members, other women's groups, community centres, etc.
- Ask organizers/friends to commit to bringing a number of people
- Meet the speaker ahead of time
- Bring sign-in sheet
- Hold the event
- Bring evaluation forms to hand out at the end
- Send thank you cards to speaker
- Follow up with attendees



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This guide was originally produced in 2009 by Susan Russell, Executive Director of CFUW at the time. The 2021 revisions are by B. MacLellan.