



Section Leader Manual: 2020-2021

As a section leader, you are at the “heart” of the Faculty Women’s Club. We very much appreciate your willingness to serve in this role. FWC is committed to making your section leader role as enjoyable and easy as possible. While your primary responsibilities are to foster interest and fellowship within your group, you are also an important link between your group and the club in general. We look for your support to make our organization all that it can be.

General Duties and Responsibilities

- Uphold FWC goals and policies. Ensure that all FWC members are welcomed to participate in your section. This year, in new by-laws, FWC states:

The Faculty Women’s Club of the University of Michigan (FWC) is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities.

- Establish section rules of procedure in conformance with FWC Bylaws (Article VII, Sections and Section Coordinators). The FWC Bylaws are available at <https://umfwc.org/about/>.
- Help keep your members informed about annual meetings, programs, receptions and events pertaining to all FWC members and encourage their participation.
- Support FWC membership renewal efforts. Remind group members to renew and pay dues.
- Seek guidance, as needed, from appropriate Board members—in particular Section Coordinators (Art, Books, etc.), Section Chair, and Assistant Section Chair. Make sure that they are apprised of any issues or needs that may be occurring in your group.

Specific Section Duties and Responsibilities

- Update section member list for FWC database.
- Maintain group succession and history (next year and section notebook). See FWC Bylaws, Article VII, Section 2c for more information.
- Complete an annual report.

Sections: 2020-2021
fwc.interestsections@umich.edu
Judy Compton, Chair
Ruth Jones-Pfingst, Assistant Chair

Section Members

Section Participation List

At the beginning of the FWC year—end of August/beginning of September—section leaders receive a “*Section Participation List*” drawn from our membership database.

2019-2020 Section Participation List: The list shows members in good standing who are flagged in our database as participants in this section. They paid dues last year and received their own copy of the 2020 FWC Directory.

You may find there are participants in your section not on the “2019-2020 List.” It may mean the participant’s FWC membership has lapsed. Please check with them about renewing for this year and remind them to complete a renewal as soon as possible. Note that members’ benefits include a directory, all newsletters, FWC Facebook page, any whole-membership events, and participation in other sections.

Updating the List

Please update this “*Section Participation List*” for 2020-2021. Add any participants that are in your section but not on the list you receive. Add any new members in your group. If the list contains someone no longer interested in being a member of your section, please note that next to the person’s name.

Email list, marked up as needed and whether or not there are changes, to the FWC database manager at fwc.database@umich.edu and copy fwc.interestsections@umich.edu. Return no later than October 31.



Please take the time—in a group meeting or via email—to remind all section participants to renew their FWC membership. Membership renewal is due by September 30 and can be done online at <https://umfwc.org/current/>.

Section Status—During These COVID Times

The current situation appears so fluid and we do hope at some point it will change for the better. In the meantime, we have to expect that the frequency and type of activities that sections engage in will be subject to change and modification. Every group has modified their activities and we expect more modifications will occur as the year continues. Our website contains the most recent information for each section. See <https://umfwc.org/interest-sections/>.

Changes to Your Section's Status

Please help FWC keep up-to-date with your section status. Just email fwc.interestsections@umich.edu with any major section status changes, for example, if the section moves from hiatus to getting together. Section status changes will be reflected on the website, umfwc.org.

Zoom

Sponsored Account

FWC has acquired a sponsored U-M Zoom account that we can use for FWC section purposes. (Thanks to Lisa Neidert for recognizing and pursuing this option.) Please contact Judy Compton, sections chair, at fwc.interestsections@umich.edu, to set up access for a section or for a particular section meeting and/or to discuss logistics. (Some sections have members with access to Zoom accounts. Please use this as your first option, FWC is happy to serve as a back up.) Whether you have intermittent or regular need for access, we will do our best to accommodate you.

Becoming Better at Zoom

Zoom fatigue is real and yet, for many, Zoom is all that we may have to be together. In using Zoom, both some facility with using Zoom and Zoom “manners” are useful.

Here are the tutorials on Zoom that you may help.

“Joining a Zoom Call for the First Time” at <https://www.youtube.com/watch?v=9isp3qPeQ0E> and
“How to Host a Zoom Call for the First Time” at <https://www.youtube.com/watch?v=hI32Xk2Va7M>

The University of Michigan Osher Lifelong Learning Institute also has a Zoom Meetings training at https://olli-umich.org/olli/index.php/member/video_ctlg/viewVideo/293.

Tips for Using Zoom in a Section

- Just because a section used to meet for two hours doesn't mean it has to meet for two hours on Zoom now. Talk with your group. Experiment with the length of Zoom time that works best for you and your group members.
- Make sure everyone knows where the Chat, Mute, Gallery & Speaker View buttons are, and how to “raise hand” (click on “Participants” to view option).
- Establish protocols for muting, using chat, raising hands.
- Turn taking can be one of the hardest things to do well with Zoom. Take the time to talk through this potential impediment. Often groups do a

“check-in” at the beginning. Consider taking turns in order of birthday or first name.

- Clicking on “Participants” shows you who is participating in the Zoom. Here, you can click on a particular name and send a Chat message directly to that person.
- Holding the spacebar on the keyboard will temporarily unmute a person.
- Test audio and video ahead of time! An option is to use this link: <https://zoom.us/test>.
- Lastly, consider having a 5- to 10-minute pre-session just before the group Zoom is scheduled to start so that group members can “play around” with Zoom buttons and menus.

Publicizing Your Section

Let all members know interesting, photo-worthy, things you are doing.

For FWC Newsletters

Through December 2020, there will be a mini-newsletter distributed at the beginning of each month. Submission deadline is the 25th of the previous month. Please submit articles and photos to the Communications team, Anne Wasciuk and Cindy Lin. (Please put "*Newsletter*" in the subject line of email.) Monthly newsletters represent a change in FWC’s usual schedule for newsletters, which had been less frequent. Check on the “Section Administration” web page of the FWC website for newsletter deadlines in 2021 (<https://umfwc.org/section-administration/>).

For the FWC Website

Information and photos about your section and its activities may be added to the website and are much appreciated. Note that no personal emails or phone numbers are put on the website. In addition, if your group has photos for the website, these photos must be accompanied by a completed photo release form from every person in the photo. Email fwc.webmaster@umich.edu to obtain a copy of this release form.

Recent examples: Patricia Yocum, Books Section Coordinator, compiled a “2020-2021 Section Reading List” from all of the book sections, which can be viewed/downloaded at <https://umfwc.org/interest-sections/books/>. The Hiking group’s Fall 2020 schedule can be viewed/downloaded at <https://umfwc.org/interest-sections/sports/>.

For Facebook

Post pictures of past activities and list upcoming activities on the FWC Facebook page, a private group of 106 FWC members. (Search “Faculty Women’s Club – University of Michigan” on Facebook.) Anyone who is an FWC member may post!

Key Dates

Date	Activity/ Job	Personnel
Member Renewal & Dues Paying		
Due no later than 9/30/2020	Remind members to complete these two activities (renewal form & dues payment) —information available on the web at https://umfwc.org/current/	Member questions? Use the “Contact Us” form on the web, https://umfwc.org/contact-us/ , Or call your Section Coordinator.
Section List		
Due no later than 10/31/2020 <ul style="list-style-type: none"> • Meeting before 10/31? Wait till after section meeting and return. • Currently on hiatus? Please correct list and return. 	<ul style="list-style-type: none"> • Review section member list you received at end of August/beg September. • Add/delete members so that it agrees with your own list. • Add any new members you get. 	<ul style="list-style-type: none"> • Return list, whether or not there are changes, to fwc.database@umich.edu and cc: fwc.interestsections@umich.edu. • Questions about member status? Email fwc.database@umich.edu.
Next Year’s Section Leader		
By April 15, 2021	Hold 2021-2022 section leader election.	Turn over section “notebook” & all relevant information to successor, if different from this year’s.
Annual Report		
Due April 15, 2021	You will receive notification about the form. Form is TBD.)	<ul style="list-style-type: none"> • Return to Sections Chair at fwc.interestsections@umich.edu. • Make a copy for your section notebook.

Invitation to Participate in FWC Board Meeting

You are invited to attend a FWC Board meeting and provide a short report about your section and its activities. The Board looks forward to hearing about the group and its activities.

Until further notice, board meetings will be via Zoom, from 10:00 a.m. to approximately 11:30 a.m., on the first Tuesday of the month (except for September and November).

- September 15, 2020
- October 6, 2020: *Art*
- November 10, 2020: *Books*
- December 1, 2020: *Bridge, Sports*
- February 2, 2021: *Special Interests*
- March 2, 2021: *Garden, Home*
- April 6, 2021: *Language & Drama*
- May 4, 2021: Joint Board Meeting for 2020-2021 & 2021-2022.

Sections are “grouped” as follows:

Art: Antiques I; Antiques II; Art History; Arts and Crafts; Painting; Quilting

Books: Afternoon Readers, Books and Authors; Books, Etc.; Contemporaries Meet Classics Book Discussion; Evening Enrichment; Monday Afternoon Book Review, Mystery Books, Newcomers+ Book Group

Bridge: Afternoon Bridge I; Afternoon Bridge II; Couples Bridge; Friday Aces

Garden: Garden; Garden Amateurs II

Home: Global Gourmets; International Cooking; Knitting; Luncheon Adventures; Wine Tasting

Language & Drama: *Spanish*: Beginning Spanish, Intermediate Spanish, Advanced Spanish Conversation; *French*: Conversational French, Theatre et Conversation; *Drama*: Friends of Live Theatre, Tuesday Play Reading

Special Interests: Around the World; Campus Explorers; Cinema; Friends From Around the World; FWC Goes to Dinner; FWC Goes to Happy Hour; Music

Sports: Hiking; U-M Women’s Sports Fans; Yoga.

Section Coordinators and their Roles

Section coordinators for 2020-2021 are:

<i>Art</i>	Veronica Hadjiyski
<i>Books</i>	Patricia Yocum
<i>Bridge</i>	Peggy Shearer
<i>Garden</i>	Carol Wineman
<i>Home</i>	Karen McKinney
<i>Language & Drama</i>	Jeanne Lewellen
<i>Special Interests</i>	Diane Conde
<i>Sports</i>	Jitka Wiley

Your Section Coordinator represents your section on the FWC Board. They interpret Bylaws and Board policies for you and, in turn, present your questions, ideas, and suggestions to the Board. Please feel free to contact your section coordinator via email or phone. They are happy to be of service.

In addition, your Section Coordinator organizes short activities reports by sections—those within their “interest grouping”—to be presented to the Board at a designated Board meeting. (See “Invitation” above for designated Board meeting by interest grouping.) Your Section Coordinator invites you to this Board meeting, asks you to provide a short report on your section activities and helps you present your report at the meeting. This is a good opportunity for you and your section coordinator to relate recent highlights to the Board.

Sections’ Outreach Activities and the FWC Special Projects Fund

From the FWC Special Projects Fund, the FWC Board may approve spending by sections to benefit the Club and provide support for interest section public service outreach activities.

Criteria for Funding

- 1) Include in the description of the funding request the number of persons expected to benefit from the project, what the funds will be used for and when the project will be completed.
- 2) Funding should be used to benefit FWC either by good publicity for outreach to the community or university or by encouraging club fellowship. Example: Quilting section used funds to finish quilts for Safe House.
- 3) Funding can’t be used for events that just benefit members, such as lunches, admission to museums, etc.

- 4) Applications are to be submitted by the section leader and may be made throughout the year.
- 5) Do not purchase materials or make arrangements for receptions, until approval has been received. Your section will be responsible for those expenses if commitments have been made before funding is approved.
- 6) Approval for funding for one year does not necessarily mean funding will be approved for the following year.

Steps

Funding requests are submitted to the FWC Treasurer. Please use “FWC Sections Funding Request Form,” which is available on the FWC website at:

<https://umfwc.org/section-administration/>.

Upon approval and once expenses have been incurred, contact the FWC Treasurer at fwc.treasurer@umich.edu for an expense form to complete.

Section Notebook

For your own use as a reference, please print this 2020-2021 “For Section Leaders” manual and include in your notebook for this year. (Alternatively, save it in an FWC Section folder online.) This manual (as a PDF) is also on the website at:

<https://umfwc.org/section-administration/>.

Your section notebook should contain the following. Feel free to clear out your notebook of past Board lists, old instructions etc.

- Up-to-date list of your members (And a yearly copy of your section, membership, if possible.)
- Annual reports from previous years. (If you are missing the 2019-2020 report, email Judy Compton, Sections chair.)
- Anything else that is specific to your section’s activities and that might ultimately be archived. (For example, a list of your monthly activities: books read, International Cooking menus prepared, art history or garden speaker and talk titles.)

Cheat List

Where You Can Find

- Section Leaders Manual: 2020-2021
<https://umfwc.org/section-administration/>
- FWC dues payment and membership form information:
<https://umfwc.org/current/>.
- Credit card payment: <https://umfwc.org/payment/>.

- FWC Board and committee members: See your directory. Names also listed on <https://umfwc.org/about/board/>.
- Important FWC dates: See your directory, and also the calendar on <https://umfwc.org/>
- 2020-2021 (section) annual report form: TBD
- Calendar grid of sections and when they meet: <https://umfwc.org/interest-sections/>
- FWC By-Laws: <https://umfwc.org/about/> (updated May, 2020)
- Endowment information: <https://umfwc.org/contributions/>
- FWC Newsletters: Currently these are not available on the web or Facebook. Please keep your copies as they are mailed to you. Contact your section coordinator, if there is a need for a specific newsletter.
- “FWC Sections: Funding Request Form”: <https://umfwc.org/section-administration/>.
- FWC Expense Report/Reimbursement Request Form”: <https://umfwc.org/section-administration/>.

Remember

- Anything about section lists: email fwc.database@umich.edu
- General information & updating about sections: email fwc.interestsections@umich.edu
- Update something on the web: email fwc.webmaster@umich.edu
- If members require changes to their directory information (email, address, phone), use “Directory Update Form” on the Current Members page at: <https://umfwc.org/current/>.

Thank you and have a great year!