



Section Coordinator Manual: 2021-2022

As a Section Coordinator, you are a member of the FWC Board of Directors and a member of its Section Coordination Committee. You are the liaison between the Board and the sections in your interest group area. Section coordinators for 2021-2022 are:

Arts, Crafts & Performance

Veronica Hadjiyski

Books

Patricia Yocum

Games, Garden & Fitness

Jitka Wiley

Out and About in Ann Arbor & Beyond

Jeanne Lewellen

World: People, Languages, Food & Wine

Diane Conde

Sections are “grouped” as follows:

Arts, etc. Antiques I; Antiques II; Art History; Arts and Crafts; Knitting; Music; Painting; Quilting; Tuesday Play Reading.

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

Games, Garden & Fitness: Afternoon Bridge I; Afternoon Bridge II; Couples Bridge; Friday Aces; Garden; Garden Amateurs II; Hiking; Yoga.

Out & About, etc. Campus Explorers; Cinema; Friends of Live Theater; FWC Goes Out to Dinner; FWC Goes to Happy Hour; Luncheon Adventures; U-M Women’s Sports Fans.

World, etc. Around the World; Friends from Around the World; Global Gourmets, International Cooking, Wine Tasting; Beginning Spanish, Intermediate Spanish, Advanced Spanish Conversation; Conversational French, Theatre et Conversation.

Terminology Used in this Document

Sections in Faculty Women’s Club are led by a “Section Leader” and are organized into general “interest groups.” Each interest group has a Section Coordinator.

General Duties and Responsibilities

- Uphold FWC goals and policies. Ensure that all FWC members are welcomed to participate. In by-laws enacted in 2020, 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.

- Be familiar with the FWC Bylaws and, with the assistance of the Sections Chair and Bylaws Chair, if necessary, interpret Bylaws and Board policies to Section Leaders. FWC Bylaws have been emailed to members.
- Participate in FWC Board meetings.
- Familiarize yourself with the manual for section leaders and any due dates for them.
- Help sections with any problems, questions, or suggestions arising from these sections' activities and operations, including meeting space and membership changes. Ensure that the Sections Chair and the Board are aware of problems, changes, questions, or suggestions arising in your groups.
- Helps section leaders share news of their groups with the general FWC membership.
- Encourage joint or additional opportunities for your sections to meet and interact. Although an annual coffee or general meeting of your sections is not required, such a gathering toward the end of the year may be a good way to exchange ideas and discuss successes and difficulties in the groups.

Specific Section Duties and Responsibilities

- Attend FWC Board Meetings each month. If you cannot be present, please inform either the President or Secretary and ask one of the attendees to provide meeting details.
- Participate in the Fall Sections "Business" meeting, as needed, and help plan for any all-Club Fall Reception event.
- **New in 2021:** Invite your sections' leaders to present short activities reports for the monthly newsletter; photos welcome. This is a good opportunity for you and section leaders to relate recent highlights to the entire membership.
- Working as part of the Section Coordination Committee, help make sure section leaders turn in updated section membership lists in the fall and an annual report in the spring (see Section Leader Manual for this year's dates.)

- Attend, if possible, at least one meeting a year of each section in your interest group.
- Complete a “Section Coordinator Annual Report” detailing initiatives across sections, activities engaged in as a section coordinator and any problems or changes in your designated sections.

Term Length and Succession Planning

You are expected to serve a two-year term. When your term is nearly completed, please find a successor, a member in good standing who must be approved by the Board of Directors. Finding someone who would be new to the board is especially desirable.

Interest Group Notebook

For your own use as a reference, please print this 2021-2022 Section Coordinators manual and include in your notebook for this year. (Alternatively, save it in an FWC Section folder online.) The Section Leader manual (as a PDF) is on the website at: <https://umfwc.org/section-administration/>.

Your section coordinator notebook is about keeping a store of knowledge of the sections you have been working with and being able to pass that knowledge base on easily to your successor. Your section coordinator notebook should contain the following. (Feel free to clear out your notebook of past Board lists, old instructions etc.)

- Up-to-date list of section leaders in your section interest group.
- Your interest group section’s short reports provided to the newsletter.
- Annual coordinator reports prepared each year.

Think about organizing this material on your computer, or in a DropBox, so that it can be shared electronically with your successor. As a Board member, you will be sent FWC Board minutes for approval at the next Board meeting. Please also keep the last two years’ minutes handy as a reference for you and a successor.

Key Dates

Fall Planning

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| August 31, 2021 | Section Coordinator Meeting, home of Ruth Jones-Pfingst, 10:00 a.m. |
| September 9, 2021 | Participate in Fall Welcome & Business Meeting planning and event, via <i>zoom</i> . 9:45 socialize, log-on, 10:00 meeting starts. |

Board Meetings

Normal board meeting time is from 10:00 a.m. to approximately 11:30 a.m., with socializing and zoom joining from 9:45 to 10, if by zoom. In person, socializing begins at 9:30 a.m.

- September 14, 2021: by *zoom*
- December 7, 2021: tentatively at Matthaei
- March 1, 2022: by *zoom* (to avoid poor weather)
- April 5, 2022: planned for Matthaei
- May 4, 2022: Joint Board Meeting and Potluck for 2021-2022 & 2022-2023 boards.

Next Year's Section Coordinator

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| By April 30, 2022 | If your term is ending, please find a successor, a member in good standing. Arrange for Board approval of your successor. Turn over “notebook” & all relevant information to successor. |
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Annual Report

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| Due April 30, 2022 | <ul style="list-style-type: none">• Return to Sections Chair at fwc.interestsections@umich.edu and FWC President at FWC-president@umich.edu.• Make a copy for your “notebook.” You will receive notification about the form. |
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Publicizing Your Interest Group

Let all members know interesting, photo-worthy things your section interest group are doing. Encourage your sections to take photos of their activities. See if there is information that can be posted on the website. Recent examples include: Patricia Yocum, Books Section Coordinator, compiled a “Centennial Reading List” from all of the book sections, which can be viewed/downloaded at the “Centennial” page under “Welcome” on our website. There may be other lists or schedules that would be appropriate to post in the “Centennial” or other area. For instance, the Hiking group’s Fall schedule might be posted on the “Games, Garden & Fitness” page of the website, and a gallery of works by FWC artists is available online.

For FWC Newsletters

Through Summer 2022, newsletters will be distributed at the beginning of each month except January. Submission deadline is the 25th of the previous month. Please submit articles and photos to the Communications team, Beth Ward. (Put "*Newsletter (month)*" in the subject line of email.) Check under “section administration” on our website for updates to newsletter deadlines, etc. (<https://umfwc.org/section-administration/>).

This year, in addition to being able to submit items any time, we have assigned specific newsletter dates for each interest group. It will be up to you, the section coordinator, to manage newsletter submission of short articles from each of your interest sections. Newsletter dates are:

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| • Arts, Crafts & Performance | October, April |
| • Books | November |
| • Games, Gardens & Fitness | December, May |
| • Out & About in Ann Arbor & Beyond | February, June |
| • World: People, Languages, Food & Wine | March, July |

These replace reports formerly presented at board meetings. Two dates are provided so sections that have an early date and perhaps don’t have much to report will have another chance later. It is not mandatory to use both dates. Also, if your group’s second date is in the summer and you don’t want to have to deal with it then, you can submit items to the newsletter team earlier, specifying which newsletter edition they are for.

For the FWC Website

Information and photos about sections and their 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, photos for the website 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.

For Facebook

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

Quick Reference: Where You Can Find -

- Section Leaders Manual: 2021-2022
<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/>
- 2021-2022 annual report form: TBD
- Calendar grid of sections and when they meet:
<https://umfwc.org/interest-sections/>
- FWC By-Laws: emailed to you.
- 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 emailed to you. Contact your section coordinator, if there is a need for a specific newsletter.

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!

Sections: 2021-2022

fwc.interestsections@umich.edu

Ruth Jones-Pfingst, Chair

Cibele Barbosa-Cesnik, Assistant Chair