



Section Leader Manual: Centennial Edition 2021-2022

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.

New for 2021-2022:

1. We are celebrating our 100th year! The Centennial Committee is reaching out to sections to encourage your unique way of marking this event. Also check out Centennial news at <https://umfwc.org/centennial/>.
2. You will have the opportunity to present Section reports, formerly delivered orally at board meetings, in the monthly FWC newsletters. See “Publicizing Your Section” below in this manual for details.
3. Because ways of meeting will vary with the pandemic situation, please keep your meeting status up to date on our website (see “Section Status” below).

General Duties and Responsibilities

- Uphold FWC goals and policies. Ensure that all FWC members are welcomed to participate in your section. FWC by-laws state:
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 have been sent to you by email. Contact the Sections Chair if you still need them.
- 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 (Arts, Crafts and Performance; Books; etc.), Sections Chair, and Assistant Sections Chair. Make sure that they are apprised of any issues or needs that may be occurring in your group.

Sections: 2021-2022

fwc.interestsections@umich.edu

Ruth Jones-Pfingst, Chair

Cibele Barbosa-Cesnik, Assistant Chair

Specific Section Duties and Responsibilities

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

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.

2020-2021 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 2021 FWC Directory.

You may find there are participants in your section not on the “2020-2021 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 2021-2022. 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 Changing Times

The current public health situation appears to be shifting. The frequency and type of activities that sections engage in may be subject to change. Groups have modified their activities during the past year, and some are still not quite back to “normal”. 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, <https://umfwc.org>.

Publicizing Your Section

Invitation to Submit a Report to the FWC Newsletter

Rather than attending a designated FWC Board meeting to provide a short report about your section and activities to a limited group of people, you get to tell the whole membership about your section! Your report will be due to your Section Coordinator several days **before** the newsletter deadline, which is the 25th of the preceding month. We have assigned certain newsletters to certain Interest Groups; since most have two newsletters to choose from, your Section Coordinator will manage which sections reports go in which newsletter, and by what date she needs to receive those reports. If your report is scheduled for a summer newsletter, you may arrange to send a report to your Coordinator early, for inclusion later, if you wish.

This is a good opportunity for you and your section coordinator to relate recent highlights to all the members of FWC. It is not an annual report, but a friendly tale you tell about your section. For instance, what do you like about it? Or what is an interesting or fun highlight of your section’s activities so far this year? And if you have completed a Centennial activity, we would love to hear about it! Photos are more than welcome, which is another advantage of reports going to the newsletter rather than just to the board.

Here's the calendar for section reports to the newsletter:

- **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

This calendar will be kept current on the "Section Administration" web page of the FWC. (<https://umfwc.org/section-administration/>).

Sections are grouped as follows:

Art, Crafts, & Performance: Coordinator: *Veronica Hadjiyski*. Antiques I and II, Art History, Arts and Crafts, Knitting, Music, Painting, Quilting, Tuesday Play Reading.

Books: Coordinator: *Patricia Yocum*. Afternoon Readers, Books and Authors, Books, etc., Contemporaries Meet Classics, Evening Enrichment, Monday Afternoon Book Review, Mystery Books, Newcomers+.

Games, Garden & Fitness: Coordinator: *Jitka Wiley*. Afternoon Bridge I and II, Couples Bridge, Friday Aces, Garden, Garden Amateurs II, Hiking, Yoga

Out and About in Ann Arbor & Beyond: Coordinator: *Jeanne Lewellen*. 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: People, Languages, Food & Wine: Coordinator: *Diane Conde*. Around the World, Friends From Around the World, Global Gourmets, International Cooking, Wine Tasting, Conversational French, Theatre et Conversation, Beginning Spanish, Intermediate Spanish, Advanced Spanish Conversation.

Additional Opportunities to Share Throughout the Year

Fall Reception

When the Fall Reception is held in person, provide a representative at your section's assigned table location to talk about your section and welcome potential new members.

You are also encouraged to let members know interesting, photo-worthy things you are doing all year long, any time. It is fun to know what others are doing!

FWC Newsletters

The FWC newsletter will be distributed at the beginning of each month to all members. Submission deadline is the 25th of the previous month. Submit articles and photos to the Communications team, Beth Ward. **(Please put "Newsletter" in the subject line of your email .)**

FWC Website

Information and photos about your section and its activities may be added to the website and are much appreciated. Note that, because the website is public, no personal emails or phone numbers are put on the website. Email fwc.webmaster@umich.edu with your submission along with the names of the people in your photos. Prior to the posting of any photo on the website, the FWC Administrator will notify (via email) any individuals who appear in the photo that the photo is being considered and what caption the photo may have. It is FWC's intent that individuals appearing in the photo may cancel posting or have the photo removed at any time from the website.

Recent example of section addition to website: Patricia Yocum, Books Section Coordinator, compiles an annual Reading List from all of the book sections, which can be viewed/downloaded at <https://umfwc.org/interest-sections/books/>.

Facebook

Post pictures of past activities and list upcoming activities on the FWC Facebook page, a more 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! And only FWC members can view it.

Key Dates

Date	Activity/ Job	Personnel
Member Renewal & Dues Paying		
Due no later than 9/30/2021	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 10/31/2021 <ul style="list-style-type: none"> • Meeting before 10/31? Wait till after section meeting to return list. • Change in hiatus vs. in-person status? 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, 2022	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, 2022	Form will be emailed to you.	<ul style="list-style-type: none"> • Return to Sections Chair at fwc.interestsections@umich.edu. • Make a copy for your section notebook.

Section Coordinators and their Roles

Section coordinators for 2021-2022 by Interest Group are:

<i>Arts, Crafts and Performance</i>	Veronica Hadjiyski
<i>Books</i>	Patricia Yocum
<i>Games, Garden & Fitness</i>	Jitka Wiley
<i>Out and About in Ann Arbor & Beyond</i>	Jeanne Lewellen
<i>World: People, Languages, Food & Wine</i>	Diane Conde

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 from you—those within their “interest grouping”—to be presented in a designated newsletter (or two). Your Section Coordinator invites you to provide a short written report on your section activities, with a photo or two if possible, and organizes the section reports for the Interest Group’s submissions to the newsletter.

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 2021-2022 “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 2020-2021 report, email Ruth Jones-Pfingst, 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.)

Quick Tips

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, as well as the calendar on <https://umfwc.org/>
- 2021-2022 (section) annual report form: in your email.
- Calendar grid of sections and when they meet:
<https://umfwc.org/interest-sections/> and in directory.

- FWC By-Laws: emailed to you. No longer on website.
- 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/>.

And 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/>.

Zoom – still a part of our lives.

Sponsored Account

FWC has acquired a sponsored U-M Zoom account that we can use for FWC section purposes. Please contact Judy Compton, fwc.webmaster@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

We are all becoming better at Zoom, like it or not! For further assistance, here are some tutorials on Zoom that may help. Zoom offers many others!

“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.

Thank you and have a great year!