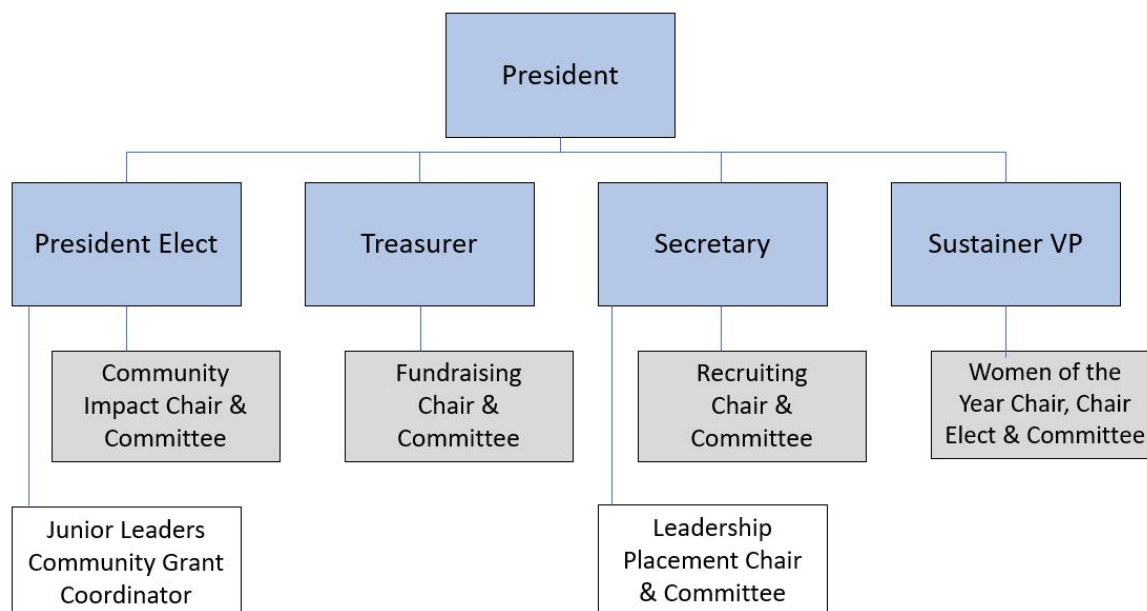


### 3 - Organizational Management

This module contains information about Organizational Structure and Common Questions about the management of JLSC. Additional information can be found in the Bylaws and Policies on the members side of the [jlstarkcounty.org](http://jlstarkcounty.org) website or you can reach out to any Board Member or Committee Chair with any questions.



#### **Structure:**

1. What is the main duty of the Executive Board? The Executive Board has general charge and control of the affairs, funds and property of the League. It shall present to the membership all proposed major program activities for ratification. The Executive Board shall have the power to enact or amend Standing Rules. The Executive Board has final authority over the admission of candidates to the membership. They shall appoint the chairs of all Standing Committees and Projects.
2. What officers are members of the Executive Board? President, President Elect, Sustainer VP, Secretary, and Treasurer
3. To whom do I talk to if I have a League problem? President or President-Elect.
4. How is information communicated from the committees to the Executive Board? A member of the Executive Board sits on each committee. The committee chairs send minutes from each committee meeting to the committee members and Junior League Headquarters. The committee chairs also submit a committee report two weeks before each Board meeting. The minutes and committee reports are reviewed by the Executive Board.
5. Can our League amend its Bylaws, Standing Rules or Executive Policies and Procedures? Yes, but this requires two readings. A Membership vote is required if the bylaw change adds or restricts responsibility to the membership. Otherwise, the Executive Board can approve changes without a membership vote. All approved bylaw changes will be communicated via Eblast and updated on the JLSC website.
6. What constitutes a quorum for a Membership Meeting? One-fourth of the voting membership.

7. Where can I find the Junior League of Stark County's By-Laws, Policies and Procedures? Documentation on By-Laws, Policies and Procedures can be found at the Junior League's website ([www.jlstarkcounty.org](http://www.jlstarkcounty.org)) under the Member Login section. For any technical difficulties in accessing this information, please contact the Junior League Headquarters.

**Budget / Financial Considerations:**

1. How can I find out my Committee's current performance against budget? Contact the Treasurer for an update of the committee's profit and loss statement.
2. To whom do I give money and/or checks that are to be deposited? All checks need to be sent to JLSC HQ for the Treasurer to deposit.
3. To whom do I submit a bill or obtain reimbursement? You can obtain a Blue slip for Reimbursement of League expenses from your committee chair or JLSC Headquarters. Fill out a Blue Reimbursement Slip, attach a copy of the bill or receipt and mail it to HQ or directly mail it to the Treasurer within 30 days of purchase.
4. When traveling on League business (conferences, etc.) what are allowances for mileage and food? Contact the President for current allowances.
5. Do I have the freedom to spend my budgeted money as I see fit? No. The Committee Chair fills out a budget form for the League year. The Executive Board approve this form. The chair must follow the guidelines proposed on the form for income and expense items.
6. If my committee finds a need for a budget increase, whom do I call? A proposal in writing explaining reasons for budget increase should be sent to the Treasurer prior to the expenditures. After review by Treasurer, it will be presented to Executive Board for approval. The Treasurer will inform the committee chair of the decision.
7. How much of an increase can the Treasurer recommend? Any amount. The Executive Board must approve any increase under \$999.00. Membership must approve any increase over \$1,000.
8. What procedure do I follow if I am making a purchase for a single item that is \$500 or more? Three quotes are required for approval of the single item purchase.

## Meetings and General Questions

1. Is it permissible to have meetings at Headquarters? Yes. Our main meeting room can hold 10 people and can be scheduled through the President or Secretary. **Please clean up the room when you are finished.**
2. Where else can I hold meetings?
  - Glass Tower Conference Room. Please contact the President to reserve this room at no charge. Please call *at least* two weeks in advance for scheduling. Availability is on a first come basis with the other tenants in the building.
  - At the location of the committee's choosing (i.e. homes, restaurants, etc.)
3. What constitutes a quorum for Committee meetings? A majority of the members of each committee constitutes as a quorum.
4. Who receives copies of Committee Minutes? Send a copy of the minutes to the committee and the administrative email [admin@jlstarkcounty.org](mailto:admin@jlstarkcounty.org) to keep on file and to the Secretary.
5. Are meeting minutes important? Absolutely! It is our record of business. The committee chair is responsible for recording meeting minutes and sending them to the committee members and headquarters, or appointing someone else on the committee to do so. In your minutes, include those in attendance, who is excused and absent (include Provisionals in attendance), record the meeting details, and highlight the next meeting date, time, and place.
6. How do Provisionals / New Members get placed on a committee? New members will have a discussion with someone from the Recruiting committee to discuss interests, skills, and potential areas of training. During this discussion, further information regarding committee responsibilities will be presented.
7. Who prepares and sends out bulk mailing? Please notify The Executive Board three weeks before a bulk mailing needs to go out. The committee members / volunteers will need to prepare the labels and enclosures, stuff envelopes, apply labels, etc. The Executive Board give you instructions but they are the only ones who can send out a bulk mailing which requires a minimum of 200 pieces of mail. Many restrictions apply, so please talk to The Executive Board. This privilege saves the League a great deal on postage. If you use a JLSC envelope without using bulk mail, you must cover the bulk mail US POSTAGE PAID with a postage stamp.
8. After a project is completed, what happens to the records? They are kept in a file at Headquarters for 10 years.
9. Are there any restrictions placed on external materials distributed in the name of the JLSC? Yes! The President Elect must review any external materials and mailings before final stage of production. These may include press releases, event programs, fliers, letters, etc.
10. If an agreement is to be signed with any community agency for a project, what is the procedure? Contact the President or President Elect for a copy of an official League contract. ***Only the President can sign contracts on behalf of the JLSC.***
11. Who are the official spokespersons of the Junior League? The President and President Elect.

## **2018-2021 STRATEGIC PLAN**

### **2018–2019 League year strategic goals and program objectives**

#### **COMMUNITY ENGAGEMENT**

- By 2019, JLSC will identify and implement an issue-based community impact area.
  - By 2021, establish relationships with community partners who are like-minded with an issue-based focus area.

#### **MEMBER ENGAGEMENT**

- By 2019, JLSC will have a system in place to support members ability to determine their own learning experiences and to accommodate different levels of commitment in which to realize their leadership development goals.
  - By 2019, 100% of active members have some level of involvement in the League's community programs.
  - By 2019, design and implement an application-based placement system.
  - By 2020, 20% of the staning members are regularly engaged in League's leadership development and community impact efforts.

#### **ORGANIZATIONAL AND FINANCIAL ENGAGEMENT**

- By 2021, JLSC will have a diversified fund development plan that raises at least 55% of revenues from sources other than member dues.
  - By 2019, increase second annual Night at the Races by 15% in revenues and 25% in corporate sponsorship.
  - By 2020, expand fundraising efforts to incorporate a second event and increase fundraising revenues by 40%.

#### **LEAGUE GROWTH AND BRAND SUSTAINABILITY**

- By 2021, JLSC will have a grown the League by 50% and increased its visibility as an organization of women empowered as leaders creating community impact.
  - By 2019, establish the conditions for inclusive environments that welcome diverse individuals, organizations and communities who value our Mission.
  - By 2021, JLSC has an integrated communications plan that positions the League in the community, emphasizing the civic and community leadership assets of its members.
  - By 2020, the League has a system in place to evaluate the impact of member engagement, community impact and sustainable operations.

*Direct any questions to Board members*