LINKS FAQ's/ADMINISTRIVIA 101

Westchester County (NY) Chapter (2019-2020)

EXECUTIVE BOARD – S.H.E. – SISTERS HAVING EFFECT

- Here to Serve You With You Through Friendship & Service
- President – Link Terry A. Joyner – wcclinkspresident@gmail.com
- Vice President – Link Hillary A. Fleming – hillaryanne@yahoo.com
- Recording Secretary – Link Mary L. Graves – marygraves555@gmail.com
- Treasurer – Link Carol Morales Riggs – linkcmriggs@gmail.com
- Financial Secretary – Link Lisa Stenson Desamours - lmstenson1@gmail.com
- Corresponding Secretary – Link Quay Watkins – quaywatkins@gmail.com
- Parliamentarian – Link La Tia Martin – judgeyoung@aol.com

ORGANIZATIONAL EFFECTIVENESS

- What is the purpose of OE? Members of the Organizational Effectiveness (OE) Teams at National, Area, and Chapter levels serve as watchful stewards of the two pillars of The Links, Incorporated: **Friendship and Service**.
- What are the goals of OE? To ensure that all interconnected parts of The Links, Incorporated are aligned strategically to achieve the organization's purposes and strategic directions.
- To foster positive cultures which promote strong bonds of friendship and exemplary service through transformational programming.
- To support ownership and commitment to the process of change consistent with the organizational motto of "friendship and service".
- Organizational Effectiveness Chair – I. Javette Hines – ijavettehines@yahoo.com

ETHICS

- Who must sign a member acknowledgement form – All members receive Ethics education and sign the member acknowledgment form between May and September
- Member acknowledgement forms are due September 30th
- If I have an ethical question or concern, who may I contact? – Ethics Chair/Committee
- Ethics Chair – Sandi Grannum -sjgrannum@gmail.com

SERVICE HOURS

- Active members of The Links, Incorporated are required to accumulate a minimum forty- eight (48) hours of service per fiscal year to the organization through service sanctioned by and a part of her Chapter's programmatic thrust. Service hours may also be earned by attending Chapter meetings, participation in Chapter activities, Webinars, participation in certain Area meetings as may be designated by the Area Director, and participation in certain National meetings as may be designated by the National President. The one-year period mirrors the fiscal year of The Links, Incorporated i.e., May 1st through April 30th. Members may project an estimate of service hours that will be accumulated after the Chapter's submission of its Master Data Form and by April

30th if necessary. Chapter leadership is responsible for ensuring the integrity of the service hours reported.

- Our chapter tool to manage service hours is the Track it Forward application. https://www.trackitforward.com
- Membership Chair – Vice President, Hillary Fleming – hillaryanne@yahoo.com

ONE IN FIVE CERTIFICATION SCHOLARSHIP COMMITTEE

- What is my requirement for One In Five?
- Except for members with Platinum, or provisory status, active members are required to attend and participate in a minimum of one (1) National Assembly or one (1) Area Conference in her Area every five-year period (1 in 5) to maintain membership in The Links, Incorporated. Alumna members are not required to meet the one-in-five certification as only active members are required to do so. A member who fails to attend either her Area Conference or a National Assembly within her currently applicable five (5) year period shall forfeit her membership in The Links, Incorporated.
- Who is responsible for maintaining and reporting this data? Recording Secretary, Mary L. Graves – marygraves555@gmail.com

FISCAL INFORMATION

- How do I receive my reimbursement? The Treasurer, Carole Morales Riggs
- Who is in charge of receiving funds? Who do I contact first? Financial Secretary, Lisa Stenson Desamours
- What is a voucher? Why can't I get my funds without it? The Voucher System is our way of maintaining an audit trail for any and all funds that have been expended.
- How important is the budget for this year? Very Important – Without Budgetary discipline, we will not be able to finance our Community Programs and Scholarships
- What does the budget look like? The Treasurer can supply you with a copy of the budget.
- Financial Reports will be password protected as per guidelines and posted on the members only section of the chapter website
- Treasurer/Finance Chair – Carol Morales Riggs – linkcmriggs@gmail.com
- Financial Secretary – Lisa Stenson Desamours -lmstenson@optonline.net

BYLAWS

- What categories of members are in this chapter now?
  - Active
  - On-leave (LOA)
  - Alumna & Platinum
  - Provisory
- If a member wants to suggest an amendment change, whom does she contact? Parliamentarian
- Who is the chair? The Parliamentarian – La Tia Martin – judgeyoung@aol.com

ARCHIVES

- Who is the archivist for this chapter? Louise Quick Spann, Chair Archives & History - lquickspann@aol.com

PROTOCOL

- Who is in charge of protocol? Mary L. Graves and Joyce Turnipseed Marygraves555@gmail.com and jhturnip@aol.com
- What do they do when an area or National officer comes to visit our chapter? Refer to Protocol Manual
- Is there a National manual? YES – in the members only section on the National Website
- Why is it important? It is the designated process to give the respect to the office of the person visiting.

PUBLICITY

- Who is in charge of publicity for our chapter? Publicity Chairperson,
  - What have we done in the past?
  - Theodore D. Young Community Center Advertisement
  - County Press Newspaper Articles
  - Sister To Sister, Inc Community Partner
  - County Press 90th Anniversary Ad
  - Eastern Area Advertisement (odd yrs.)
  - Big Apple Cluster Chapters Ad
  - YWCA, White Plains Ad
  - National Assembly Ad (even yrs.)
- Communications/PR – Chair
- Articles for publishing must be sent to PR/Communications Committee, then to chapter president for approval.

BRANDING OUR CHAPTER

- Where do we start? Why is it important? Should it be a part of the work of the publicity chairperson? Branding allows us to partner with a larger segment of our community and more easily raise funds to promote our charitable works.

STRATEGIC PLANNING COMMITTEE

- Helps to keep our chapter in alignment with National Priorities, Assure compliance, Assess the community in which we serve, engage and enhance our community partnerships and Foster, Branding and promote Friendship
- Strategic Planning Chairs, Valerie Calloway and F. Dianne Young
- val.cal@att.net and fdianneyoung@gmail.com

CHAPTER CONTRACTS/ EMAIL /WEB ACCOUNT

- Chapter Address
  - PO Box 631
  - White Plains, NY 10602
- Chapter Website Address: www.westchestercountylinksinc.org
- Contact Donna Dozier Gordon for your individual
  - Username:
  - password:
- Chapter Email Address: westchestercountylinks@gmail.com
- Chapter group listserve – wccnylinksinc@googlegroups.com

- President Email: wcclinkspresident@gmail.com
- Donna Dozier Gordon – linkddg@gmail.com or Terry A. Joyner – wcclinkspresident@gmail.com

NATIONAL AND EASTERN AREA WEBSITES:

Transforming Communities Fulfilling Our Purpose

- National http://www.linksinc.org
- Eastern Area:
- Social Media: @EasternAreaLinks
  @EAreaLinksinc
  Eastern Area of The Links, Incorporated
  #EALinksInc #EmbraceAndCultivate

https:// -

SCHOLARSHIP COMMITTEE

- Who is the chairperson of the committee? Regina Morgan Rodriguez - reginarod21@gmail.com
- How do the students receive their awards? There is an annual scholarship reception for the student
- Who is eligible to apply for a scholarship? Students in our participating schools and mentoring programs – Mount Vernon HS, New Rochelle HS, Woodlands Middle HS
- The chapter also participates in the Black Scholars annually in June
- Black Scholars Chair – Mary D. Spells – Mrs.Spells13@gmail.com

COMMUNICATIONS ETIQUETTE

- Contact the Chapter President regarding any issue which may affect the Chapter prior to the meeting.
- RSVP means regrets only or as requested
- Practice email etiquette. When replying to "EMAILS"- Avoid replying as: "Reply to All"- Reply to sender or requestor
- Who speaks for the chapter? The chapter president, unless she has designated a spokeswoman
- Chapter spokeswoman – Terry A. Joyner, President -wcclinkspresident@gmail.com

CHAPTER MEETINGS

- Contact Hospitality Chair and Correspondence Chair by the RSVP date/deadline. If you are unable to attend, leaving early, or arriving late to the meeting.
- Chapter Meeting notification is expected – one to two weeks before meeting
- Hospitality Chair sends the meeting announcement to the chapter (and cc: the President) two weeks prior to the meeting.
- Members should reply within 3-5 days prior to the meeting.
- Hospitality Chair, Jennifer Lewis; - jdlewis222@gmail.com

EXECUTIVE COMMITTEE MEETINGS

- Executive Committee Meetings attendees are: Elected Officers, Facet Chairs, Standing and Appointed Committee Chairs- Attendance is required and RSVP courtesies apply for Executive Committee Meetings.
- Anyone making a report at the Chapter Meeting must first present the report at the Executive Committee Meeting.
- Chapter Wide reports are to go through President, and Corresponding Secretary
- Individual reports for other members, committees to go directly to the Chair of the Committee first, then presented to Executive Committee, and then at the Chapter meeting.
- Committee & Facet Reports are due the Second Friday before Executive Committee meeting
- Facet reports are to be submitted to Program Chairs, President and Corresponding Secretary
- Financial Reports will be password protected as per guidelines and posted on the members only section of the chapter website
- Executive Committee Chair - Terry A. Joyner – wcclinkspresident@gmail.com
- Corresponding Secretary – Quay Watkins – quaywatkins@gmail.com
- Program Chairs – Ginger Waters & Belinda Miles – ginger127@optonline.net and drbelindamiles@aol.com

All meetings are governed by the current (11th)edition of the Robert's Rule of Order