

Brandeis

BRANDEIS NATIONAL
COMMITTEE

Region Presidents Handbook

2018-2019

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MISSION STATEMENT

Brandeis National Committee is dedicated to providing philanthropic support to Brandeis University, a distinguished liberal arts and research university founded by the American Jewish community. Its membership is connected to the University through fundraising and through activities that reflect the values on which the University was founded: academic excellence, social justice, non-sectarianism and service to the community.

Brandeis

BRANDEIS NATIONAL
COMMITTEE

July 2018

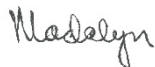
Dear Region Presidents and Liaisons,

This handbook has been developed as a guideline for you as you actively work with and help your chapters.

We realize that not all chapters and regions necessarily fit into a single mold. It is quite all right to have a different leadership format, providing that it complies with the standards of the BNC. The national officers and National Center staff are ready to answer any leadership questions or concerns you may have. They are just an e-mail or phone call away.

We truly appreciate your commitment to the BNC and Brandeis University. On behalf of the BNC leadership, we thank you for your volunteerism and support.

Cordially,



Madalyn Friedberg
National President

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BRANDEIS NATIONAL
COMMITTEE

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Why Have Regions?

The primary purpose of the Region is to provide an additional level of support between local chapters and the national organization, to enhance the connection between chapters and the University, and to be knowledgeable about, and to further, the BNC mission. Regions and National assist chapters by strengthening their leadership and encouraging them to meet their goals. Each keeps the other informed.

The Region should implement plans and programs that bring additional enrichment to every chapter and instill a feeling of pride in affiliation. Like Regions, National also has specific responsibilities. It periodically informs each Region of the status of its financial and membership goals. It provides assistance in Region workshops to train Region and chapter chairs in the techniques and skills of a particular function (Leadership, Fundraising, Membership, Programming, etc.) National also provides a link with the Brandeis University community and ensures that protocols and practices are consistent with Brandeis's ethical and legal standards.

Regions develop and are governed by their own bylaws and/or policies that can be tailored to their individual needs. For example, larger Regions can assign liaisons to groups of chapters; in this case the liaisons will report to the Region President on a regular basis.

The Regions should accommodate the Rules of Association that govern the Brandeis National Committee. (page 13). While each Region is different, the following general purposes and goals apply to all Regions:

Help improve chapter performance and potential

- Provide guidance and support for leadership, fundraising, membership, and programming through training sessions at Region conferences, workshops, and/or chapter visits
- Identify, train, and mentor leaders
- Monitor chapters' membership and financial progress towards goals, based on monthly reports and national quarterly reports. Encourage chapters to meet and/or exceed their annual goals; provide ideas and suggestions on ways to attain them
- Organize special events that will financially benefit the chapters and Region
- Share ideas, updates, and information with chapter presidents and transmit their ideas to National

Communicate

- Stay in touch with chapters via e-mail, phone, flyers, and bulletins/newsletters, preferably online
- Encourage chapters to establish closer contact with each other
- Organize new chapters

Expand and strengthen the Region

- Organize new chapters

Region Officers

Region President/Co-Presidents

- Serve for a term of two years
- Preside at all meetings of the Region, and if applicable, its Executive Board/Advisory Committee
- Recommend candidates for Region positions and to the National Nominating Committee
- Participate in Region Presidents Team monthly conference calls
- Inform and consult with National about all Region activities
- Appoint Chairs of Standing Committees (except the chair and members of the Nominating Committee, who are elected), and chairs and members of Special Committees, in consultation with Advisory Committee, if applicable
- Approve bills for payment by the treasurer(s)
- Present Region reports as requested for NEC meetings and send a copy to the National Center

Region Vice President- Fundraising

The Region Fundraising (FR) Vice President (VP) will be a link between the National FR Team and each Chapter FR VP/Chair, sharing best practices and information about fundraising among the chapters in the Region, mentoring the individual chapter fundraising VPs, and also sharing information that comes from the National FR VP with the chapter FR VPs/chairs.

The Region FR VP will:

- Serve for a term of 2 years, with a maximum of 2 terms.
- Attend region meetings.
- Report to the Region Board about fundraising activities in each of the chapters in the region.
- Communicate with the national staff, National FR VP and members of that team, about region fundraising activities and issues.
- Assist the chapters in the region to fill the FR position and recommend individuals for FR region or national positions.
- Serve as a member of the National Fundraising Team

Region Vice President- Leadership Development

The Leadership Development (LD) Vice President (VP) will be a link between the National LD Team and each Chapter LD (VP)/Chair, sharing best practices and information about leadership development among the chapters in the Region, mentoring the individual chapter LD VPs, and also sharing information that comes from the National LD VP with the chapter LD VPs/chairs in the Region.

The Region LD VP will:

- Serve for a term of 2 years, with a maximum of 2 terms.
- Attend region meetings.
- Report to the Region Board about leadership development activities in each of the chapters in the region.
- Participate in one or two conference calls each year with the LD VP from the other regions, led by the National LD VP.
- Communicate with the national staff, National LD VP and members of that team, about region LD activities and issues.
- Will assist the chapters in the region to fill the leadership development position and recommend individuals for leadership development region or national positions.
- Serve as a member of the National Leadership Development Team

Region Vice President- Learning Opportunities

The Region Learning Opportunities (LO) Vice President (VP) will be a link between the National LO Team and each Chapter LO VP/Chair, sharing best practices and information about learning opportunities among the chapters in the Region, mentoring the individual chapter LO VPs, and also sharing information that comes from the National LO VP with the chapter LO VPs/chairs.

The Region LO VP will:

- Serve for a term of 2 years, with a maximum of 2 terms.
- Attend region meetings.
- Report to the Region Board about learning opportunities activities in each of the chapters in the region.
- Participate in one or two conference calls each year with the LO VP from the other regions, led by the National LO VP.
- Communicate with the national staff, National LO VP and members of that team, about region learning opportunities activities and issues.
- Assist the chapters in the region to fill the learning opportunities position and recommend individuals for learning opportunities region or national positions.

- Serve as a member of the National Learning Opportunities Team.

Region Vice President- Membership

The Region Membership Vice President (VP) will be a link between the National Membership Team and each Chapter Membership VP/Chair, sharing best practices and information about membership among the chapters in the Region, mentoring the individual chapter membership VPs, and also sharing information that comes from the National Membership VP with the chapter membership VPs/chairs.

The Region Membership VP will:

- Serve for a term of 2 years, with a maximum of 2 terms.
- Attend region meetings.
- Report to the Region Board about membership activities in each of the chapters in the region.
- Communicate with the national staff, National Membership VP and members of that team, about region membership activities and issues.
- Assist the chapters in the region to fill the membership position and recommend individuals for membership region or national positions.
- Serve as a member of the National Membership Team

Region Liaison(s) -

Note: The role of Liaison can vary by Region. It typically is to provide oversight of a group of chapters and to represent those chapters within a broader Region or to National.

- Serve at least two years
- Oversee the Region or group of chapters and, if applicable, chair Region meetings or its Executive Board/Advisory Committee
- Recommend candidates for Region positions and to the National Nominating Committee
- Participate in Region Presidents Team monthly conference calls
- Inform chapters of Region, BNC National, and Brandeis University news
- Inform and consult with National about all Region activities

Treasurer(s)

- Maintain all Region financial records and Region bank account
- Prepare budgets for special events/programs
- If money is needed for Region events and/or expenses, submit request to the National Center, and National will transfer the appropriate amount to Region's bank account
- Present a treasurer's statement at each Region meeting
- Send Region Monthly Finance Report to the National Center
- Provide support to chapter treasurers

Communications Officer(s)

- Keep chapters informed of Region, National, and University news at meetings and via e-mail, bulletins and flyers
- Provide National Center with Region's board roster and sends notification of changes during the year

Recording Secretary(s)

- Keep attendance records at Region meetings
- Record minutes concisely and accurately at Region meetings
- Read minutes of previous meeting and record corrections
- Keep minutes in a permanent record book
- At the close of the term of office, turn over all records to incoming recording secretary
- Send a copy of the minutes to the Region president, Region board, and the National Center, preferably by e-mail

Corresponding Secretary(s)

- Prepare correspondence as requested by the Region president and/or board
- Read pertinent current correspondence at Region meetings, and maintain an accurate and accessible file
- Send notices of Region meetings and special meetings, preferably by e-mail

Nominating Committee

Election Process

The number of elected officers, their terms of office, and duties are determined by each Region.

Although specifics will vary from Region to Region, the following generally apply:

Officers are elected annually, in person or by phone or e-mail, preferably for a two-year term.

To hold office, a member should have been a chapter officer or have served on a chapter board in another capacity.

Nominating Committee and Chair

Only active members in good standing with a working knowledge of the membership of their chapter, as well as general knowledge of the Region membership, should be nominated. The incumbent Region president is not a member of this committee.

The Committee

- Is comprised of members who are representative of the Region
- Can meet by conference calls and/or e-mails
- Follows the guidelines of the National Nominating Committee

The Chair

- Orients the entire committee to its duties and responsibilities, open positions, job descriptions, and committee schedule
- Discusses job descriptions with nominees
- May be asked to conduct a workshop at a Region conference

Region Board and Committees

Inasmuch as the size and composition of each Region are different, Regions can create their own organizational structure. In addition to a Region Board, it is recommended that a Region add an Executive/Advisory Committee. A Region Board is different from an Executive/Advisory Committee. Board members can vote, whereas Executive/Advisory Committee members only make recommendations for ratification by the Board.

Region Board

The Region Board could be composed of the Region officers, former Region presidents, the chair of the Nominating Committee, and presidents of each constituent chapter, those who are National Executive Committee members, former National Presidents and National Honorary Board members residing in the Region.

It is recommended that the Region Board hold at least two meetings during the year.

The Region Board shall fill vacancies in the elective positions upon nomination by the Nominating Committee

Executive/Advisory Committee

Some Regions find it helps to also have an Executive/Advisory Committee. It might be composed of elected Region officers. Members of such a committee would not have authority to take action except in a specific situation by vote of the Region Board, or if a Region Board grants general authority in advance to cover normal daily operations of the Region.

When a meeting of this committee is called, all members of the Executive/Advisory Committee would be notified.

Region Meetings and Conferences

Meetings will vary by Region depending on the geography and distribution of chapters. If possible, the Region should meet once a year, depending on the Region's finances. Chapter leaders are invited, and general members may also attend. Meetings can be held in person or by conference call. Each meeting should include a training component that might include workshops, seminars, speakers, and discussion periods.