



Member Handbook

January 2021

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Welcome to GIVING WoMn!

Turning generous spirits into effective givers

We nurture and empower women in philanthropy

GIVING WoMn is a member-driven, pooled fund, grant-making organization. Our primary goals are to educate women about philanthropy, and through collective giving make impact grants in our community to address pressing, unmet needs. GIVING WoMn makes grants in the areas of education, health and human services.

Our Mission

Nurture women's leadership in philanthropy by engaging and educating our members, increasing charitable contributions and strengthening our community through the impact of collective giving.

Our Board

<p>President Mary Weber Tel: 952.452.3840 mary.weber99@gmail.com</p>	<p>Vice President Susan Dowd Tel: 612.825.4445 missususan01@hotmail.co</p>	<p>Treasurer Diane Slayton Tel: 612.802.3833 deslayton@comcast.net</p>
<p>Secretary Lorri Anderson Tel: 763.607.4139 anderson_lorri@yahoo.co</p>	<p>Engage Educate Co-Chair Kaari Miller Tel: 763.208.8178 ckkmiller@comcast.net</p>	<p>Engage Educate Co-Chair Jody O'Neil Tel: 763.645.6434 oneiljody@yahoo.com</p>
<p>Grants Co-Chair Jana Deach Tel: 612.877.5305 jana.deach@lawmoss.com</p>	<p>Grants Co-Chair Maureen Monchamp Tel: 612.801.7548 tmmonchamp@msn.com</p>	
<p>Communications Co-Chair Tiffany Anderson Tel: 612.877.0841 teander@gmail.com</p>	<p>Communications Co-Chair Roseanne Cheng Tel: 650.213.6181 teachablelit@gmail.com</p>	



Our Calendar

The GIVING WoMN organization operates on a June to May calendar cycle:

<p>Jun – Aug</p> <ul style="list-style-type: none"> • Jun: Transition to new Board • Jun: Grantee nominations close end of month • Jun – Aug: Committees organize • Jun – Aug: Small Group Gatherings & prior grantees report to members 	<p>Dec – Feb</p> <ul style="list-style-type: none"> • Dec: Grantee recommendations finalized • Jan: Members vote on grantee awards • Jan: New member brunch • Feb: Educational event – at prior grantee site – new grant recipients announced and paid
<p>Sep – Nov</p> <ul style="list-style-type: none"> • Sep – Nov: Grant due diligence and site visits • Sep – Nov: Small Group Gatherings & prior grantees report to members • Sep: Educational event – at prior grantee site • Nov: Eye Opener educational event • Nov: Annual dues paid by November 30 	<p>Mar – May</p> <ul style="list-style-type: none"> • Mar: Board nominations due • Apr: Plan for new fiscal year • May: Annual Meeting and presentation of new grantees • May: Grantee nominations open after Annual Mtg



Member Resources

Resource	Description
www.givingwomn.org	GIVING WoMN website provides useful information and tools for members and prospective members on the organization, membership, and events.
info@givingwomn.org	Email address for GIVING WoMN to communicate newsletters, events, grant-making activities and announcements to our membership. All grant-making information and grant voting is communicated to our membership from this email address.
GIVING WoMN Newsletter	6+ newsletters emailed to our membership. Features upcoming events and news about our grant-making and organizational activities.
Connect to GIVING WoMN on LinkedIn, Facebook, and Instagram by searching @GIVINGWoMN	Stay connected with our membership group: www.linkedin.com/GIVINGWoMN www.facebook.com/GIVINGWoMN www.instagram.com/GIVINGWoMN
Philanos https://philanos.org	Philanos is a national organization comprised of giving circles from all over the US as well as England and Australia. They offer education and networking to their affiliate members. GIVING WoMN is a member.
<i>We have a podcast!</i> Learn more about our history directly from our founding members	Visit www.nextlevelleader.libsyn.com and search GIVING WoMN.



Volunteer Opportunities - Board

The mission of GIVING WoMN includes educating women in philanthropy. By serving on the Board or in a Committee volunteer position, we provide our members with opportunities to run a non-profit, learn about our community needs and the non-profits that serve our community, and learn from each other. Board positions are obtained on a self-nominated/volunteer basis but the slate is approved by the members on an annual basis.

Role	Description	Skills
Board Member	<p>The Board is responsible for the bylaws, governance and mission of the organization.</p> <p>The Board Member term is 2 years with a maximum allowable service of 3 consecutive terms.</p> <p>The Co-Chair positions are staggered terms to allow for continuity over the operating teams and their volunteer activities that support the organization.</p> <p>The Board generally meets on a monthly basis and is expected to attend the primary events of the organization.</p>	<p>No past experience required.</p> <p>While prior Board experience is welcome, if you have a desire to learn, lead, and carry out the governance of the organization, we want you to consider a rewarding position on our Board!</p> <p>For more information, please contact a Board Member.</p>
Positions	Description	
President	Leads the Board in the governance of the organization. Addresses the membership. Assists the Board Members with their responsibilities and provides leadership at events.	
Vice President	Responsible for the operational strategy and procedures of the organization, and Chair of the Board Nominating Committee.	
2 Communications Co-Chairs (2 Board Positions)	Shared Board Member and Co-Chairs for communicating the activities of the Board, committees and events to the membership, and maintaining the organization's social media sites.	
2 EE Co-Chairs (2 Board Positions)	Board Members and Co-Chairs for the EE team carry out the member and educational objectives of the Board.	
2 Grants Co-Chairs (2 Board Positions)	Board Members and Co-Chairs for the Grants Team carry out the grant making criteria of the membership.	
Secretary	Maintains the Board meeting minutes and governance records for the organization.	
Treasurer	Responsible for all financial matters of the organization and the fiscal agent relationship. Reports the financial condition of the organization to the Board and to membership.	



Volunteer Opportunities – Engage and Educate Team

Role	Description	Skills
<p>Engage and Educate Team</p>	<p>The EE Team is responsible for membership recruitment, education, and engagement:</p> <ul style="list-style-type: none"> • Plan 4 educational events each year. • Develop Eye Opener Educational Program. • Coordinate and support small group gatherings. • Hold new member orientation. <p>Five primary events are held annually:</p> <ol style="list-style-type: none"> 1) Sep – past grantee(s) educational event 2) Nov - Eye Opener educational event 3) Jan – New member brunch 4) Feb – past grantee(s) educational event and announce new grant recipients 5) May - Annual Meeting and presentation of new grant recipients <p>Team roles include lead roles in handling all aspects of the annual Eye Opener and other educational programs, planning event venues, recruiting volunteers, and coordinating small group gatherings. On-call volunteer roles are needed for major events to greet and check in members and guests, and to setup and tear down the venue.</p> <p>The Team meets on a monthly basis to plan the calendar of events, determine the Eye Opener Educational Program and to update EE Team materials and determine volunteer needs. Meetings are held 10-12 times a year in person or via conference call as needed to support events and membership initiatives.</p>	<p>No past experience required.</p> <p>While skills in event planning, sales and marketing, research or recruitment are helpful, we are looking for energetic individuals with a desire to join a fun group of women!</p> <p>For more information, please contact an EE Co-Chair:</p> <p>Kaari Miller, Tel. 763.208.2187, ckkmiller@comcast.net</p> <p>Jody O’Neil, Tel: 763.645.6434, oneiljody@yahoo.com</p>



Positions	Description
2 Co-Chairs	Board Members and Co-Chairs of the EE Team and recruitment of EE Team volunteers. Attend Board meetings to inform and carry out the objectives of the Board. Responsible for EE Team roles, responsibilities and procedures. Schedule and lead EE Team meetings.
Small Group Gatherings	Coordinate hosts and speakers for Small Group Gatherings. Support host in communicating event, planning, and holding the event. Maintain Small Group Gathering procedures. Participate in EE Team meetings.
New Member Reach-outs	Coordinate reach-outs to new members shortly after joining to welcome to the organization. Coordinate the annual new member brunch. Maintain new member reach-out procedures.
Event Venue Planning	Plan for Eye Opener, Grantee educational events, and all other events as needed. Duties include developing educational programs, coordinate speakers, presentations and equipment needs. Other duties include site visits, menu planning, event décor and signage, On-call event volunteer recruitment and responsibilities. Participate in EE team meetings.
On-call Volunteers	Miscellaneous duties at an event including, meet and greet, check-in, setup and tear down, etc.



Volunteer Opportunities – Grants Team

Role	Description	Skills
Grants Team	<p>The Grants Team is responsible for carrying out the grant-making process, including grantee proposal and due diligence solicitation and review, grant-making recommendations, member voting, grantee awards and reporting.</p> <p>Team roles include financial, risk and proposal review and scoring against defined criteria, site visits with prospective grantees, and documenting the grantee recommendation for member vote.</p> <p>The Team meets five times between September and February. Team members also participate in 1-3 site visits and/or due diligence risk scans.</p>	<p>No past experience required.</p> <p>If you are interested in learning more about non-profits and the impact they are making in our community, the Grants Team needs you!</p> <p>For more information, please contact a Grants Co-Chair:</p> <p>Jana Deach, Tel: 612.877.5305, jana.deach@lawmoss.com</p> <p>Maureen Monchamp, Tel: 612.801.7548, tmmonchamp@msn.com</p>
Positions	Description	
2 Co-Chairs	<p>Participate on Giving WoMN’s Board, lead the Grants Team and recruit volunteer members. Maintain the grant review criteria and due diligence standards. Put forth grantee funding proposals to the membership for vote and communicate with grantees on their proposals and awards. Attend Board meetings to inform and carry out the objectives of the Board. Responsible for Grants Team roles, responsibilities and procedures. Schedule and lead Grants Team meetings.</p>	
Grants Due Diligence	<p>Review grantee reported information pertaining to its organizational and financial strength to ensure good use of Giving WoMN funds. Participate in site visits and scoring against established grant-making criteria. Participate in Grants Team meetings.</p>	



Volunteer Opportunities – Communications Team

Role	Description	Skills
<p>Communications Team</p>	<p>The Communications Team supports the mission of the organization by communicating with members.</p> <p>In this role, membership email address contact lists are maintained, the website and our social media sites are updated and maintained, and newsletters are published.</p> <p>The Team supports the EE Team Event RSVP process and the Grants Team member voting process through Constant Contact.</p> <p>The work performed by the Team is mostly handled electronically.</p>	<p>Some experience required or training provided.</p> <p>If you have writing, editing and word processing skills, or technology aptitudes and capabilities, the Communications Team is looking for more help to support our growing organization!</p> <p>For more information, please contact a Communications Co-Chair:</p> <p>Tiffany Anderson, Tel: 612.877.0841, teander@gmail.com</p> <p>Roseanne Cheng, Tel: 650.213.6181, teachablelit@gmail.com</p>
Positions	Description	
<p>2 Co-Chairs</p>	<p>Board Members and Co-Chairs of the Communications Team and recruitment of Communications Team volunteers. Attend Board meetings to stay informed and communicate the activities of the Board, committees, and events to the membership. Responsible for Communications Team roles, responsibilities and procedures, including social media sites and use of technology.</p>	
<p>Technology Assistants</p>	<p>Maintain social media sites and the use of technology.</p>	
<p>Editor</p>	<p>Edit and write news articles or other communications upon request.</p>	



Grant Making Criteria and Process

What is the grant making criteria and process?

The grant making criteria and process is a systematic framework by which GIVING WoMN accepts grantee nominations and awards grantee funds keeping with the mission of our organization and membership. The process includes performing due diligence procedures on each non-profit and ensuring that their proposal and organization meet our criteria.

Why is it necessary to have a grant making criteria and process?

GIVING WoMN has a fiduciary responsibility over our membership funds. Defined grant making criteria and process contribute to informed decision making and a systematic manner to deliberate the merits of the grantee proposals for the disbursement of our organization's annual collective pool of funds.

Who establishes the grant making criteria and process?

The grant making criteria and process was originally established by a vote of the founding membership. Substantive changes made to the criteria and process are approved by the Board and voted in by the membership.

When does the membership nominate Grantees?

After the GIVING WoMN Annual Meeting is held in May, members are asked to nominate prospective grantees for funding in the new grant year. The nominating period closes at the end of June. Between August and December, the Grants Team solicits proposals, conducts due diligence, and prepares member voting materials on the prospects that have been selected. Upon closing of the member voting the grant recipients for that class year are announced at the February Winter meeting. Grant recipients then present at the Annual Meeting in May.

How can you learn more?

Consider joining the Grants Team and volunteering your time to review the nominated grantees and their proposals. It is a great opportunity to learn in depth about the organizations operating throughout our community and to meet fellow members of GIVING WoMN. Additionally, the grant making criteria and process is available to all members upon request.

Who do you contact?

Please contact Grants Team Co-Chair Maureen Monchamp, 612.801.7548, tmmonchamp@msn.com or Jana Deach, 612.877.5305, jana.deach@lawmoss.com



Small Group Gatherings

What are they?

Small Group Gatherings have been a successful way to introduce prospective new members to GIVING WoMN. They provide an intimate and informal environment to speak to women about the mission of our organization and our membership. In addition, a prior grantee attends and reports back on how they used the GIVING WoMN funds.

Why are they important?

Over 30% of the women attending a Small Group Gathering join GIVING WoMN. Growth in our membership allows our organization to award larger and broader impact grants into our community to support our mission.

What is involved?

A member volunteers to host (or co-host) a Small Group Gathering in their home. You may invite friends, neighbors, colleagues, or relatives. Our EE Team will coordinate the event announcement in the monthly Newsletter with an open invitation to other members and their guests. The EE Team coordinates speakers for the event and ensures a Board Member and previous grant recipient attend. The EE Team will support the host throughout the process and at the event. GIVING WoMN even provides reimbursement to the hostess for event expenses (up to \$50).

How can you help?

Consider hosting a Small Group Gathering in your home. It can be a coffee or wine gathering, a lunch and learn, or an evening with appetizers or a lite meal. Consider joining the EE Team to assist our host members, who graciously open up their homes to support our mission.

Who do you contact?

Please contact EE Team co-chair Jody O'Neil, 763.645.6434, oneiljody@yahoo.com or Kaari Miller, 763.208.8178, ckkmiller@comcast.net



Annual Educational Events

What are the annual educational events?

GIVING WoMN holds four membership events each year:

- February – prior grantees report back to our organization on the impact of their grants and next year’s grant recipients are announced.
- May – annual Member Meeting and introduction of our annual grantee recipients.
- September – prior grantees report back to our organization on the impact of their grants.
- November – Eye Opener event on an emerging or current topic impacting the community.

Why are they important?

Part of the mission of GIVING WoMN is to educate our members and heighten member and community awareness of social issues and empowerment. Education is integrated into all aspects of operating our organization and holding our events.

What is the Eye Opener event?

The Eye Opener event is our signature educational event for members. Each year, topics are solicited from members on an emerging or current issue in the community. Speakers are identified to bring depth and dimension to the topic; a policy maker/researcher, a funder, and a non-profit.

Where are the educational events held?

The Eye Opener is held at the Minikahda Club in Minneapolis. The Annual Member Meeting is held at various venues in the Twin Cities. The February and September grantee events are generally held at a grantee site that can accommodate a large group.

How can you help?

We are always looking for ideas on new venues or partner organizations to provide financial sponsorship for our Annual Eye Opener or Membership Meeting. Topics and speakers for the Eye Opener are always welcome, as well as, volunteers for the EE Team.

Who do you contact?

If you would like to volunteer at an event, please contact the Volunteer Coordinator Renee Macomber, 612-309-9006, renee.let.1961@gmail.com. If you would like information about an event, please contact an EE Team co-chair; Jody O’Neil, 763.645.6434, oneiljody@yahoo.com or Kaari Miller, 763.208.8178, ckkmiller@comcast.net



St. Paul and Minnesota Foundation

Who is the St. Paul and Minnesota Foundation?

The St. Paul and Minnesota Foundation is a statewide community foundation that assists with GIVING WoMN's administration and grant making. GIVING WoMN operates as a community-advised fund of the St. Paul and Minnesota Foundation.

What administration and grant making services do they provide?

GIVING WoMN pays the Saint Paul and Minnesota Foundation 3% of member contributions for the following services:

- Process member contributions, grants disbursements and expenses in coordination with our Board
- Acknowledge receipt of contributions for members' tax purposes
- Provide insurance coverage for our events
- Prepare our financial reports and annual member donation reports
- Maintain donor database

When are contributions due?

GIVING WoMN annual contributions are due by November 30. GIVING WoMN accepts checks (payable to The Saint Paul and Minnesota Foundation), stock gifts, gifts from donor-advised funds or contributions by via credit card (with a \$50 added processing fee).

The GIVING WoMN Annual Contribution Form can be found on www.givingwomn.org

The mailing address and phone number are:

St. Paul and Minnesota Foundation - GIVING WoMN
101 Fifth Street, Suite 2400
St. Paul, MN 55101
Tel: 651.224.5463

Who do you contact?

If you have questions regarding your donation, please contact the Partner Relations Officer, Aurea Gerard, or GIVING WoMN Treasurer, Diane Slayton, 612-802-383, deslayton@comcast.net



New Member Engagement Survey

Name: _____

Address: _____

Tel: _____ Email: _____

1. Why did you decide to join GIVING WoMN?

2. GIVING WoMN is a volunteer-driven organization. If you are interested in volunteering, please check any or all that interest you or skip to the next question:
 - Board Member - Specify role (optional) _____
 - EE Team Volunteer
 - Grant Team Volunteer
 - Communications Volunteer
 - On-call Volunteer

3. Every November, we hold an educational event for our members on an emerging topic (for example, The Opioid Epidemic, Human Trafficking, Food Insecurity, or Women in Incarceration). What educational topics might interest you?

4. Do you know anyone who might be a speaker for our educational events?

5. Would you or your company consider being a financial sponsor for our educational event in November or our annual meeting in May?

6. We are always looking for new venues to host our annual meeting (approximately 120 – 150 attendees). Do you have a country club membership or venue to suggest for future events?

For those unable to complete the form during orientation, please mail the completed form to Jody O’Neil. 9300 Rhoy Avenue, Chaska, MN 55318 or scan the completed form and email to oneiljody@yahoo.com