

Terms and Definitions

Bid- an offer to host an event or meeting. Bid can refer to an offer to become a national program manager or director.

Board of Directors- includes the elected and appointed officers.

Chairman- the individual charged with the responsibility for the completion of a project or event. Meaning pertains to the individual heading a committee and providing motivation for its members.

Chapter- a local organization of the United States Women of Today.

COB (Chairperson of the Bard)- this office is held by the person that was previously elected at president. In many chapters, COB acts as the parliamentarian of the chapter.

Effective Speaking (ES)- a personal enrichment program offered to all Women of Today members which provides an opportunity to develop their speaking abilities. National competition is held at the National Mid-year meeting and National Convention. Competition at the state level can be held at the Fall Conference and Annual convention. Topics are decided by the program director.

Effective Writing (EW)- a personal enrichment program offered to all Women of Today members which provides an opportunity to develop their writing abilities. National competition is held at the National Mid-year meeting and National Convention. Competition at the state level can be held at the Fall Conference and Annual convention. Topics are decided by the program director.

Expense Voucher- a form completed and given to the treasurer for reimbursement of expenses per the approval of the president.

Extension- the establishment of a new Women of Today chapter or state.

External Program Area- area that primarily benefits the outside foundation(s) adopted by the United States Women of Today. A maximum of two (2) three (3)-year external programs can be adopted. The external programs are reviewed at the Mid-year meeting prior to their term expiration. The program areas are adopted by the voting delegates at the Annual Meeting by a simple majority vote.

Family Week- observed during the month of November, starting on Sunday prior to Thanksgiving Day and ended on the Saturday following Thanksgiving Day. Used to strengthen family bonds within the members of Women of Today.

Founder's Day- observed each year on July 1. Founder's Day for Women of Today is July 1, 1985.

Friendship Day- is promoted by the State Membership Vice President to recognize the importance of fellowship within the chapter. Annually Friendship Day is recognized on the first Sunday in August.

Internal Program Areas- are primarily for the benefit and service of our members. The programs are Personal Enrichment, Project Recognition and S.T.E.P. (identified later in this glossary).

Mid-year USWT (identified later in this glossary) Meeting- a meeting of the Board of Directors held in the fall (Friday and Saturday).

National USWT (identified later in this glossary) Convention- annual year end meeting held the second full weekend in June (Friday and Saturday).

Newsletter- a publication that is used to keep its members informed of Women of Today news and meetings. In Women of Today, chapters have a newsletter, Nebraska Women of Today has a newsletter (*The Gavel*), and USWT (identified later in this glossary) has a newsletter (*The Today's Leader*).

Orientation- the ongoing function of education members about Women of Today, its benefits and the opportunities offered to individual members, encouraging new members to be an active participant as soon as possible.

Parliamentarian- this person, usually the COB, who advises a chairperson or presiding officer on matters relating to parliamentary procedure.

Personal Enrichment- internal programming areas that promote a member's personal development.

Plan of Action (POA)-a plan that outlines or defines goals, activities, or projects for the upcoming year. POAs are utilized by officers seeking election for a particular office, chapters, states, and national levels of Women of Today to determine activities and projects. Used as an informational tool for planning purposes.

Quorum- the number of members necessary to conduct business at a meeting, usually a simple majority. Quorum needs to be defined in the chapter constitution, by-laws, and/or policies.

Retention- renewing of an individual's membership for another year.

Robert's Rules of Order Newly Revised- rules provide for the protection of the rights of the minority, individuals, and those absent in the conduct of a meeting.

Success Through Enthusiastic Participation (S.T.E.P.)- a tool used to promote growth and individual activation of Women of Today members.

1. **S.T.E.P I-** complete within the first 90 days of membership and helps to familiarize the new members with local and state activities.

2. **S.T.E.P. II**- complete within the first 12 months of membership; by participating, the members will become activated in the local and state levels. Competitions are held at state and national meetings.
3. **S.T.E.P. III**- completed by those individuals who have been a member for over one year. Competitions are held at state and national meetings.

United States Women of Today (USWT)- national level of Women of Today.

USWT Founders Club- is a non-profit, public supported organization that is funded through voluntary contributions from individuals and corporations who support its programs. The USWT Founders Club provides financial assistance to the USWT through capital and educational expenditures. The USWT Founders Club objective is to be of service through charitable and educational avenues.

Women of Today Week- observed the last full week in September.