



The Membership Manual of the Junior League of Norman

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# I. OVERVIEW

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## OFFICE CONTACT INFORMATION

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## PURPOSE AND HISTORY

The Junior League of Norman (“JLN”) is a nonprofit organization. JLN provides women with opportunities to research, create, and implement needed changes in the community and to connect with other women with a concern for present and future generations. Its members have a commitment and a passion for voluntarism and contribute their talents, funds, and thousands of volunteer hours to address issues in the Norman community.

### *Our Mission Statement*

The Junior League of Norman is an organization of women committed to promoting voluntarism, developing the potential of women, and improving the community through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

### *Our Community Impact Statement*

The Junior League of Norman reduces obstacles and increases opportunities for vulnerable children and youth.

### *Association of Junior Leagues International – AJLI*

The Junior League of Norman is a member of the Association of Junior Leagues International (“AJLI”). Since AJLI’s founding in 1901 in New York by social activist Mary Harriman, the Junior League has become one of the oldest, largest, and most effective women’s volunteer organizations in the world, encompassing 150,000 women in 291 leagues in four countries. Decade after decade, the inspirational service and advocacy of Junior League volunteers has helped bring about many of the privileges we now take for granted—from free school lunches to domestic violence shelters and clean water—and has shaped the way people think about serving their local communities, their nations, and the world.

## II. STRUCTURE

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### BOARD OF DIRECTORS

***President***

Acts as Principal Executive Officer and official representative of JLN

***President-Elect (every other year)***

Assists President, assumes duties in her absence, and supervises office administrative staff

***Community Vice President***

Oversees Community Team as it administers and promotes projects

***Membership Vice President***

Addresses the membership's concerns, needs, and satisfaction and oversees Membership Team

***Finance Vice President***

Acts as Principle Financial Officer, custodian of JLN funds, and oversees Finance Team

***Advisory Planning Chair***

Develops Strategic Plan, monitors committee progress, and oversees Executive Team

***Administrative Vice President***

Creates agendas and minutes for JLN business and maintains JLN records

***Communication Vice President***

Manages JLN communication for all projects and fundraisers and oversees website

***Parliamentarian***

Ensures quorum for votes and updates Bylaws and Policies & Procedures

***Member-at-Large***

Serves as liaison between Board of Directors and general membership

***Sustaining Advisor***

Serves in an advisory capacity on the Board of Directors

### TEAM COMPOSITIONS

***Community***

Community Vice President

Baby Steps Chair

Food for Kids Chair

Done in a Day Chair

***Finance***

Finance Vice President

Charity Ball Chair

Monster Dash Chair

Fund Development Chair

***Membership***

Membership Vice President

New Member Chair

Education and Development Chair

Nominating Chair

Placement Chair

Member at Large

Sustaining Coordinator

***Executive***

Advisory Planning Chair

Communication Vice President

Administrative Vice President

Parliamentarian

## TEAM AND COMMITTEE DESCRIPTIONS

### *Community Team*

The Community Team focuses on the Community Impact Statement—reducing obstacles and increasing opportunities for vulnerable children and youth through JLN’s three general membership projects: Baby Steps, Done in a Day, and Food for Kids.

#### **Baby Steps**

Baby Steps helps teen parents complete their high school education so that they can become productive citizens and effective, nurturing parents. It is an accessible and free Early Head Start program with quality education services. The program enhances the parenting skills of the students by providing daily childcare classes and hands-on lessons with the children. Baby Steps is JLN’s signature project. JLN opened Baby Steps in 1993 and since then, more than 150 pregnant and parenting teens have graduated high school while participating in the program. It is a partnership with Norman Public Schools and Crossroads Youth and Family Services.

#### **Food for Kids**

Food for Kids provides students at-risk of going hungry in Norman middle and high schools with backpacks full of food every weekend from September through May. The program combats a food shortage for children living in poverty who skip meals and are negatively affected in their ability to learn and grow. Food for Kids feeds over 125 children each weekend during the school year. It is a partnership with the Oklahoma Regional Food Bank and McFarlin Memorial United Methodist Church.

#### **Done in a Day**

Done in a Day provides assistance to other non-profit agencies in the community with short-term volunteer needs using one-day projects and events. Some of the past projects include hosting a bounce house at the Center for Children and Family Services carnival, decorating the Mary Abbott Children’s House for Christmas, hosting an Easter egg hunt at the JD McCarty Center, and creating a yearbook for teen parents at Baby Steps.

### *Membership Team*

The Membership Team focuses on recruitment, training new members, acclimating transfer members from other AJLI leagues, education and development, leadership placement, retention, membership satisfaction, and connection with sustaining members of JLN.

#### **New Members**

The New Member program provides familiarity with JLN, particularly, the community projects and fundraisers. The program includes training sessions and hands on experience through the New Member project—Girl Power. Girl Power is a one-night event with guest speakers and workshop leaders who guide 4th and 5th grade girls through discussions and activities around anti-bullying, communication etiquette, fitness, healthy relationships, leadership, nutrition, and self-defense. It teaches practicing healthy behaviors, such as self-care and building positive relationships.

#### **Education and Development**

Education and Development provides opportunities for members to acquire skills applicable to JLN’s Community Impact Statement and league-related work. The Committee hosts speakers to train members on topics such as: issues facing vulnerable and

at-risk children in the community, leadership skills, serving on a board, time management, team building, public relations, and conflict management.

### **Nominating**

Through an application and interview process, the Nominating Committee nominates the members of the Board of Directors who are then approved by the general membership, and it selects delegates for AJLI training conferences.

### **Placement**

Through placement interviews, the Placement Committee selects Committee Chairs, Chair Elects, and places Members and New Members on Committees.

## ***Finance Team***

The Finance Team focuses on raising money for community projects.

### **Charity Ball**

Since 1986, Charity Ball has been an annual event to raise money and provide an evening of entertainment to JLN members and the community. It includes a tasters' affair of the best food in Norman, an auction, themed costumes, and other entertainment.

### **Monster Dash**

Since 2006, Monster Dash has been an annual community event promoting healthy families. Monster Dash is a 5K race and one-mile fun run/walk. It occurs close to Halloween and includes a costume contest and lots of family-friendly entertainment.

### **Fund Development**

Fund Development coordinates all community solicitations. It researches potential fundraising methods and sources, markets and manages sales of the 25<sup>th</sup> anniversary JLN cookbook, *Simply Good Taste*, and connects with community partners.

## ***Executive Team***

The Executive Team focuses on the structure of JLN through planning, promoting, organizing, and maintaining guidelines. It is comprised of two Committee Chairs (Advisory Planning and Marketing/Public Relations) and two Board members (Administrative Vice President and Parliamentarian).

### **Advisory Planning**

Advisory Planning helps JLN research, establish, and move toward Strategic and Annual Goals. It is responsible for updating and completing a Strategic Plan every three years, as well as, conducting project evaluations and annual assessments. Advisory Planning works with Teams and Committees to establish and meet goals.

### **Marketing/Public Relations**

The goal of the Marketing/Public Relations Committee is to market JLN both internally and externally. This is accomplished through promoting good working relations within JLN and promoting JLN's purpose, programs, and projects to the community. The Committee is led by the Communications Vice President.

### III. MEMBERSHIP POINTS

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The Junior League of Norman is an organization of women committed to **Promoting Voluntarism, Developing the Potential of Women, and Improving the Community** through the effective action and leadership of trained volunteers. Its purpose is exclusively educational and charitable.

#### *Active Members*

<b>I. Promoting Volunteerism—<i>In Placement</i></b>	<b>12 Points</b>	
Your Committee Meetings		
Your Committee Volunteer Hours		
<b>II. Developing the Potential of Women—<i>Trainings</i></b>	<b>8 Points</b>	
7 Trainings provided during General Meetings		
4 Trainings provided outside of General Meetings		
<b>III. Improving the Community—<i>Out of Placement</i></b>	<b>8 Points</b>	
Community Projects		
Fundraising Projects		
<b>IV. Financial Investment</b>	<b>2 Points</b>	
Dues, includes Charity Ball ticket (1 Point)		
Three cookbooks (1 Point)		
	<b>30 Points</b>	<b>TOTAL</b>

#### *New Members*

<b>I. Promoting Volunteerism—<i>In Placement</i></b>	<b>12 Points</b>	
Your Committee Meetings		
Your Committee Volunteer Hours		
<b>II. Developing the Potential of Women—<i>Trainings</i></b>	<b>8 Points</b>	
7 Trainings provided during General Meetings		
4 Trainings provided outside of General Meetings		
<b>III. Improving the Community—<i>Out of Placement</i></b>	<b>6 Points</b>	
Community Projects (4 Points)		
2 Food for Kids, 1 Done in a Day, 1 Baby Steps		
Fundraising Projects (2 Points)		
1 Monster Dash, 1 Charity Ball		
<b>IV. Financial Investment</b>	<b>2 Points</b>	
Dues, includes Charity Ball ticket (1 Point)		
Three cookbooks (1 Point)		
<b>V. New Member Program</b>	<b>7 Points</b>	
One-day training (1 Point)		
New Member Meetings (6 Points)		
Class Fundraiser (varies)		
Class Project (varies)		
	<b>35 Points</b>	<b>TOTAL</b>

## IV. FREQUENTLY ASKED QUESTIONS

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### General Questions

I have an issue, question, or new idea I would like to share with JLN, who do I contact?

The Committee Chair, then the Team Leader, then the Member at Large.

When and where are General Meetings?

General Meetings are on the second Tuesday of the month at 7:00 from September through May. They are located at the Norman Public Schools Administrative building, 131 S. Flood Avenue, except for in December and May which will be announced prior to the meetings.

### Membership Questions

How many members are in JLN?

There are 68 active members, 17 new members, 154 sustaining and emeritus members, 11 non-resident members, and 3 associate members.

I am having issues with a fellow member, who should I talk to?

If the person is on your Committee, first talk to the Committee Chair, if that does not resolve the issue or the person is not on your Committee, then talk to the Member at Large.

I am a transfer, who do I contact for help and to get connected?

The Membership Vice President will help you get connected by giving you a buddy, introducing you at a General Meeting, and connecting you to the Member at Large.

I am not sure I can get all of my requirements done for the year, who should I contact?

Contact the Office Manager to find out about your options.

How do I get more information on categories of membership and leave of membership?

Request a Placement Brochure from the Office Manager.

How do I get involved in leadership?

Contact a member of the Nominating or Placement Committees.

### Volunteer Questions

I signed up for a volunteer shift that starts soon and something has come up, what should I do?

If the shift is still posted online, withdraw yourself from it. If the shift has been locked and the office is open, call the Office Manager. If the shift is locked and the office is closed, contact the Committee Chair responsible for the shift.

### Point Submission Questions

Do I need to submit General Meeting attendance?

No, the Office Manager will do so based on the sign in sheet from General Meetings.

I forgot to sign in at an event, what should I do?

Include your attendance of the event when you submit your volunteer hours online.

When I submit volunteer hours, do I fill out a separate form for each thing that I have done?

No, submit all of your hours on one form.

How often should I submit volunteer hours?

You are encouraged to submit reports monthly.

## **Administrative Questions**

What needs to be approved before distribution?

Letters, posters, t-shirts, and other written material need to be approved.

How do I get it approved?

Send the item to the President, Communication VP, and Office Manager for approval.

When is the deadline to submit something for approval?

Allow at least seven days for proofing and final approval.

What are the hours of the office?

The office is open from 8:30 a.m. to 5:30 p.m. on Monday through Friday with lunch from 12:30 p.m. to 1:30 p.m. except for June 15 – August 15 when the hours are from 8:30 a.m. to 3:30 p.m. with lunch from 11:30 a.m. to 12:30 p.m.

What supplies are kept on hand at the office?

The office keeps the following items in stock: JLN letterhead and thank you cards, stationary, envelopes, file folders, paper, cups, napkins, etc. If we are out, or you need something else, check with the Office Manager.

How do I get postage stamps?

Postage stamps are available through the Office Manager. Their use must be recorded. Notify the Office Manager in advance if you need a large quantity of stamps. In order to be most cost effective, please use of email whenever possible.

May I store Committee supplies at the office?

Space is limited, but there may be room if the items are not too large. If you need to store something at the office, you must clear it with the Office Manager who will know if there is sufficient space and be able to protect your items from being removed.

Who can assist me with typing, copying, using the computer, filing, mailings, research, or other clerical duties?

The Office Manager can assist you. Please provide advanced notice of your needs.

How do I do a mass mailing?

Contact the Office Manager.

## **Financial Questions**

How do I pay for something, and how do I get reimbursed?

You may pay and get reimbursed by submitting an expense voucher or you may request an invoice be sent to the office for payment by check.

Where do I find a reimbursement form?

Contact the Office Manager or stop by the office.

Can we take credit cards as payment at events or to sell cookbooks?

Yes, payments can be processed with a card reader.

Who is in charge of the card reader and password?

Contact the Office Manager to add users as the need arises. You will be sent the login information and a link to download the PayPal Here app for processing credit card payments.