

**Last review: 12-16-20**

## **SECTION 1**

### **Financial Considerations**

1. Contributions received are contributed to the Friendship Force of Western Michigan general account unless designated by the donor for a specific activity or purpose. Any contribution made to a specific activity or purpose should be so specified on the check.
2. The treasurer shall establish sound bookkeeping procedures.
3. The treasurer shall have a written treasurer's report available for each board meeting.
4. All bills will be presented to the Board of Directors for approval at monthly meetings.

#### **A. Audit Committee**

Annually, in the month of December, the president will appoint 2 club members to serve on an audit committee. The purpose of this ad hoc committee is to review the financial reports and bank accounts of the club. This committee will meet with the treasurer, who will provide the reports and accounts, explain the bookkeeping, and answer questions. This committee will report its findings to the Board the following month. If there is going to be a new treasurer, the candidate will serve as one of the two members of the Audit Committee.

#### **B. Savings Account**

The type of expenses funded from the savings account may include: postage, room rentals for club parties/mtgs., overages from journeys, sending people to conferences, club pins and name badges, special FFWM social events, and inbound HC (Host Coordinator) reimbursements. When the amount of money in the FFWM savings account drops below \$1000, FFWM will raise money to replenish the savings account.

#### **C. Dues**

Dues will be collected in December for the following year. New member dues paid during the first year of membership (if they join after January) will apply to the following year as well, giving them free membership for the months of the current year.

## **SECTION 2**

### **A. General Guidelines**

1. FFWM shall maintain hard copy records (minutes, P&P Manual, Bylaws) for its operation and this will be the responsibility of the President of the Board of Directors. (9-20-16)
2. FFWM membership records, directory and data base are to be used only for the business of the Club. (9-20-16)
3. It is strictly prohibited for a member to use the name of the Club to promote trips, tours or other activities by a non-Friendship Force entity unless FFI or FFWM has a partnership agreement with said entity. (9-20-16)
4. All Club bylaws, policies and procedures shall be reviewed by the Board at least every other year. (7-27-16)

### **B. Ambassadors and Hosts**

1. Ambassadors or hosts shall not utilize Friendship Force journeys as a means of personal financial gain except as stated for inbound and outbound coordinators. (11-2-16)
2. Ambassadors or hosts will not be asked to solicit funds for any project by foreign hosts. (9-20-16)

### **C. Club Pins**

Each new member will receive a pin when joining FFWM. Additional pins may be purchased by members at the cost of \$2.50 each. (9-20-16)

### **D. Associate Members**

Honorary Lifetime Membership status will be established for members who have been Friendship Force members for at least ten years and have reached 90 years of age, or are not able to travel or host due to health issues but still want to be included in activities. Eligibility for this status must be determined by the Board. Associate members are not counted as members to FFI and they do not pay dues. (9-20-16)

### **E. Newsletter & FFWM Facebook Guidelines (6-22-16)**

1. The newsletter shall include dates of upcoming social events and a note from the president

Policy & Procedures Manual  
Friendship Force of Western Michigan

2. The newsletter may include items regarding travel, related programs sponsored by local and international organizations, etc.
3. Member photos should not be “tagged” in Facebook.
4. Multi-cultural and travel items are appropriate, as well as photos from journey programs

**F. International and regional conferences**

1. These policies are based on the FFI plan of holding one regional conference every 2 years and one international conference in alternating years.
2. All reimbursements shall be made contingent upon sufficient funds in the FFWM account and the Board of Directors approval. (11-2-16)
3. FFWM will pay for a conference registration fee for the President or his/her designee up to \$400 to attend a regional or international conference. This shall be reimbursed to the attendee upon receipt of a written report to the board within one month of return from the conference. (7-27-16)

**SECTION 3**

**Job Descriptions**

**A. Officers**

**1. President**

- a. Set and preside at regular meetings of the Club and the Board of Directors
- b. Serve as liaison with FFI clubs, FFI, and with other organizations
- c. Submit the annual documents as required by FFI, including the Club Charter Renewal
- d. Serve as official spokesperson for the Club
- e. Coordinate communications with FFI and other clubs to set a schedule for journeys for the year and present to the board for approval
- f. Approve club expenditures up to \$100. The Board shall be informed of such expenditures.
- g. Appoint, with Board approval, a journey coordinator for each journey
- h. Appoint, with Board approval, Standing Committee chairpersons

Policy & Procedures Manual  
Friendship Force of Western Michigan

- i. Appoint ad hoc and nominating committee chairpersons
- j. Update Club bylaws and present for approval as specified in the bylaws
- k. Assist the Communications Director in writing the newsletter
- l. Assign duties and responsibilities to Board Officers and Directors as required
- m. Overall responsibility for the FFWM website and Facebook page
- n. Meetings:
  - (a.) Arrange venue for Board and Membership meetings
  - (b.) Prepare agendas for Board and Membership meetings
  - (c.) Send out email reminder for Board and Membership meetings
- o. Exercise all powers and perform all duties normally incident to such officers
- p. Present the Nominating Committee's slate of Board member nominees to the membership for voting at the annual meeting.

**2. Vice President**

- a. Be prepared to perform all duties and responsibilities of the President in the President's absence
- b. Perform such other duties as the Board may authorize

**3. Treasurer**

- a. Maintain an account of the Club's financial position
- b. Establish and monitor banking and accounting practices for all journeys and other activities
- c. Prepare the proposed annual budget for the following year for review and approval by the Board, prior to the beginning of the annual meeting
- d. Deposit Club funds in the bank/credit union approved by the Board
- e. Collect all money due the Club, including FFWM membership fees
- f. Collect all registration fees for all journeys in collaboration with HC/AC

Policy & Procedures Manual  
Friendship Force of Western Michigan

- g. Arrange for payment of accounts owed by the Club; monitor expenditures and write reimbursement checks as required
- h. Responsible for ordering pins, supplies, etc. as needed and provide adequate supply to Membership Committee Chair. Sell host pins and replacement pins to members as requested.
- i. Prepare monthly financial statements and reports for review by the Board and present at Board and Membership meeting
- j. Prepare an annual report summarizing the year's finances
- k. Provide the books to an Auditing Committee appointed by the President
- l. Maintain a current paid membership list and submit to the Communications Director for posting on the website
- m. Submit annual budget and annual year-end report to Communications Director for web page inclusion.

**4. Secretary**

- a. Record the minutes of each meeting of the Club and the Board
- b. Include in the minutes the balance of checking and savings accounts from the treasurer's report with any necessary explanations (Large amount of revenue income due to journey revenues, etc.).
- c. Take attendance at all meetings
- d. Distribute minutes to Board members for comments within a week after each meeting, followed up by preparation of final document and forward to the Communications Director for inclusion on the website (Member's section) after Board approval.
- e. Handle correspondence of the Club (e.g., thank you notes, get well cards, charitable contributions/acknowledgments, etc.) as needed, or as directed by the President

**B. Standing Committee Chair Job Descriptions**

- A) Report to the Board regarding the current status of activities;
- B) Prepare annual report for the annual meeting

**1. Membership Committee Chair**

Policy & Procedures Manual  
Friendship Force of Western Michigan

- a. Develop and initiate ideas for increasing membership
- b. Match new members with an experienced club member to do the following:
  - (a.) meet with new member to review website, discuss how it works, and answer questions
  - (b.) call or email new member to invite them to attend meetings and social activities
  - (c.) Call or email new member to participate in activities of an inbound journey
- c. Provide name tags and pins to new members. Members must pay for replacement name tags and/or extra pins.
- d. Identify new members to welcome them at membership meetings
- e. Monitor number of members, active and inactive, and report to Board and membership meetings.
- f. Provide an analysis of members not renewing their membership and follow up thereafter
- g. Develop an annual recruitment action plan and funding requirements and present to the Board for approval.
- i. Work with the Communications Director to maintain current content in the relevant areas of the FFWM website

**2. Social Committee Chair**

- a. Develop and initiate social programming for the year.
- b. Work with the Communications Director to assure adequate communications of all social activities and Club outings, through website and social media
- c. Guidelines: Types of activities may include movies, potlucks, games, LEOs (let's eat out), concerts, lectures, presentations by members. Locations should vary among our 3 communities. Times of activities should vary days and times to try to include all members in all communities, working and non-working.

**3. Communications Director**

- a. Operational responsibility as webmaster of the FFWM website and administrator/editor of the Club Facebook page

Policy & Procedures Manual  
Friendship Force of Western Michigan

- b. Maintain and update the Club website, to include Club activities and Board meeting minutes, quarterly newsletter, and an updated membership list.
- c. Collaborates with other pertinent parties, but has primary responsibility for drafting, circulating for comments, editing and publishing quarterly Club newsletter
- d. Monitors the success of our communications and social media efforts and provides annual assessment to board
- e. Suggests website, Facebook, and other social media improvements/additions to the board for consideration and action

## **SECTION 4**

### **Journeys**

1. All inbound journeys shall be approved by the Board Of Directors
2. Host Coordinators (HC) are expected to keep the Board informed of the journey progress, to be reported at regular Board meetings.
3. If a special mailing or flyer is requested by a Host Coordinator for the sole benefit of a certain journey, the cost is the responsibility of the journey.
4. \$25 will be included in the cost of an inbound journey for hosts to cover transportation fees. Disbursement of this fee will be at the discretion of the Board. It should be the responsibility of the host to arrange alternate transportation for their guest/s if they cannot attend an event.
5. The Host Coordinator shall provide a Journey Report (including journey budget, number and names of participants, and the itinerary) for inclusion in the permanent records, due within 30 days of the journey.
6. The itemized budget for a journey shall be developed in consultation with the Treasurer.
7. Journey budgets shall be shared with all travel participants and journey directors.
8. If funds remain from a journey budget:
  - a. If under \$20 per person, deposit to the FFWM operating fund.
  - b. If over \$20 per person, it will be refunded to the participants

Policy & Procedures Manual  
Friendship Force of Western Michigan

minus expenses or in the case of a cooperative journey, to the treasurer of the cooperating club.

9. FFWM will not accept club to club gifts or cash with inbound journeys and outbound domestic journeys.

For outbound international trips the Ambassador Coordinator (AC) may budget up to \$100 per host club for gifting.

The FFWM Journey Director will communicate this policy to inbound and outbound Journey Directors.

Since we have no place to maintain physical gifts, when a club gives our club a physical gift, the HC/AC of that journey may keep that gift.

10. Responsibilities of FFWM inbound HC:

- a. Obtain assistant HC and/or committee members
- b. Adhere to and follow the HC manual which is on the FFI Web site
- c. Coordinate and communicate with visiting club AC
- d. Obtain hosts, completed host forms, match guests/hosts
- e. Prepare an itemized budget with treasurer for the journey
- f. Plan itinerary, coordinate daily activities during journey
- g. Compile a journey program itinerary or booklet
- h. All active host/ambassador coordinators will attend Board meetings during the development of each journey.
- i. Provide final report to Board within 1 month after journey is complete.

11. Inbound journey HC reimbursement:

- a. As compensation from FFWM for serving as HC for an inbound journey, the HC may choose between
  - i. Having all entrance fees and scheduled meals paid for during the journey up to the value of a FFI journey fee OR
  - ii. be given a voucher equal to the FFI fee for one week of an outbound journey valid for the next three years, to be paid by FFWM.
- b. Reimbursement vouchers shall be budgeted each year by the treasurer's record until spent. If no travel has occurred after 3 years, it shall be dropped from the budget report and may no longer be claimed.



Policy & Procedures Manual  
Friendship Force of Western Michigan

12. Responsibilities of FFWM outbound AC:

- a. Obtain assistant AC
- b. Adhere to and follow the journey manual which is on the FFI web-site
- c. Develop a budget for the journey. Present it to travelers and the Board.
- d. Coordinate and communicate with all other journey coordinators
- e. Recruitment to fill the journey
- f. Select ambassadors through interviews and checking references, etc.
- g. Coordinate travel outside of the journey such as pre, between, or post journey trips.
- h. Address issues that may arise during travel
- i. Report on progress of journey at monthly Board meetings.
- j. Provide final report to Board within 1 month after journey is complete.

13. Outbound journey AC Reimbursement:

An outbound AC may incorporate into the fees only his/her direct costs for the journey including travel to and from the host city or cities for international or domestic journeys. The cost will be shared by the travelers and calculated as follows: the journey fees plus air, train and/ or bus fare divided by the number of travelers, not to exceed \$100 per traveler and the amount received should not exceed more than 50% of the total direct journey cost. Additional tours if mandatory may be included, but not optional extensions.

14. Bookkeeping Protocol for Journeys

- a. Use FFWM credit card for inbound journey purchases whenever possible.
- b. Maintain itemized receipts which are presented to Treasurer and approved by Board at monthly meetings.
- c. Request ambassadors and members to write checks separately for each part of a journey or for different things (for example, do not pay for participating for a journey and dues on the same check)
- d. When revenues for two journeys (e.g. Brazil and 4th Coast) are being collected at the same time, deposits should be made separate for each journey. This makes it a lot easier to reconcile later.

Policy & Procedures Manual  
Friendship Force of Western Michigan

- e. Maintain separate spread sheets for each journey.
- f. When a journey is being planned, the AC/HC and Treasurer should meet together to develop a budget sheet, including necessary line items
- g. Present receipts to Treasurer that require payment or reimbursement before the beginning of monthly meetings rather than when the Board approves the payment. Make sure receipts are accompanied by documentation of what it is for, and if it will be entered on two different spreadsheets, it needs to have separate documentation to accompany it.
- h. Whenever possible do not present receipts that include many items not related to a journey along with some that are related to and reimbursable for a journey.
- i. Try to anticipate situations when ambassadors carry their own cash for journey expenses so we don't have to collect and then send money back.
- j. When collecting partial payments (e.g. \$500 now and \$400 July 1), have them reflected on the budget spread sheet as to what they cover.

Reviewed and approved by FFWM Board on 1-20-21.