

March 2, 2023: Revisions for the Yearbook Revised Policies and Procedures

WFWC Policies and Procedures

Club Year

The club year begins with the September meeting. Officers, however, are installed at the previous May banquet and participate in an Information Exchange in June. Newly installed officers will work with their predecessors through June, July, and August to prepare for the new club year.

Club Commitments

1. A woman who wishes to join the club may attend one general club meeting, submit a membership application to the Membership chairman no later than the meeting immediately following, and pay her dues within 30 days.
2. All members who have paid their dues will be considered “members in good standing” and may vote on any items brought before the club.
3. All active club members must actively serve on at least one community service program per year and cannot serve on the same community service program for more than two consecutive years.
4. All active club members should participate in three club projects each year – one of which must be a fundraising project.
5. All active club members are encouraged to participate in at least one district or state sponsored event every two years.
6. All active club members should attend at least half of all general meetings.
7. Meetings may be offered virtually (via Zoom, Google Meet, etc.) at the discretion of the President. Any member attending via virtual format shall be considered in attendance and shall have voting privileges.
8. When a club member or group wishes monetary support for a project, it must be written and then submitted to the appropriate community service program chairman, who, with committee consent, approves the appropriation from their CSP funds.
9. Any club member requiring reimbursement shall submit a properly completed and approved Reimbursement Form, accompanied by receipts, to the Treasurer within 30 days of expenditure.

Meetings

1. General meetings shall be held September through May with the September program to be an orientation with announcements by CSP chairmen of the planned annual programs/projects. The December meeting shall be a Holiday Party and the May meeting shall be a Year End Banquet.
2. All CSP chairmen shall sponsor a monthly general meeting via a program speaker or project appropriate to their respective CSP.
3. The minutes from the previous general meeting shall be sent to the general membership and voted on at the next general meeting for approval, and then filed.
4. Handouts, collections and sign-up sheets shall be posted in a designated area for all meetings.
5. The Executive Committee shall hold a meeting, prior to the May meeting, to select the club awards recipients.
6. The Board of Directors shall hold two meetings a year.
7. The outgoing administration shall host the incoming administration at an Information Exchange meeting to be held in June. Outgoing positions shall pass all notes, information, etc. to incoming respective officers/chairmen to inform and encourage a fluid continuation of club work.

Donations

Keeping in mind the club's mission and its 501(c)3 status, all private donations, excluding those by the membership in the course of club work and approved club projects, must be approved by vote of the club membership.

Additional Club Projects

1. Submitted by a member wishing a donation be made to a charity or a project that is near and dear to her heart
2. Submit form EF1-ACP to the 2nd Vice President
3. The Finance Committee will vet the recipient and vote whether to approve the ACP
4. Approved ACPs will be submitted for a vote by the members at a general meeting
5. ACP funds are not intended to be used by a CSP to supplement a CSP donation or project
6. A charity/project will be funded once within a budget year

Soliciting Funds

Grants

1. The Finance Committee Chairman will appoint a Grant Liaison on the Finance Committee who will keep track of grants currently being worked on, submitted, received.
2. Grant writer to submit a general request to the Finance Committee prior to developing a grant.
3. If Finance Committee approves, grant writer can then begin the grant process.
4. The Grant Liaison will notify club members via the Newsletter of grants applied for and received.
5. Add a standard boiler plate to newsletter: Should you know of a grant opportunity, please let the Finance Committee Grant Liaison know.
6. Multiple requests can be made to the same organization.

Fundraisers

1. A project must be presented to the Finance Committee for approval before it is presented to the Executive Committee.
2. No monetary proceeds from any project can directly benefit a club member or CSP.
3. A request for any nonprofit organization to benefit from a WFWC fundraiser by participation in the fundraiser must be submitted in writing by a WFWC member to the Finance Committee for approval. If approved, the Finance Committee will determine the payment whether by hourly rate, set fee or a percent (%) of proceeds to be given. The Finance Committee will provide to the nonprofit organization the compensation schedule and the necessary documentation to be completed and returned for payment. The nonprofit organization will receive its compensation within two weeks of the WFWC receiving its monies for the event.

Club Awards

1. Recipients of all awards shall be selected based on guidelines given in the Yearbook for each award. All selections will be kept secret until the awards are presented at the annual banquet.
2. All clubwomen present at the meeting either in person or virtually will vote by secret ballot at the April club meeting for Clubwoman of the Year. Members attending virtually can vote by texting the President or the First Vice President. There are no nominations. The President is ineligible to win and shall not vote except to break a tie. No absentee voting will be allowed.
3. The Messenger Award will be chosen by the Executive Committee from nominations sent by members to the First Vice President.
4. All other traveling club awards will be decided by members of the Executive Committee (elected officers, Parliamentarian, and immediate past President) during the Executive Committee meeting held in a timely manner, or as directed per award description in the Yearbook.
5. The 1st Vice President will shop for the Clubwoman of the Year award and the President's award and arrange for suitable engraving/etching. Her expenses shall be reimbursed by the Treasurer.

6. The 1st Vice President will announce and present all awards at the annual banquet except for the Clubwoman of the Year award, which will be presented by the President.

Duties of Officers

Elected Officers

President

1. Presides over all general club and planning meetings.
2. Attends district and state workshops and festivals or appoints someone in her absence.
3. Makes appointments to all standing, special, and presidential committees, which includes the August appointment of the Continuing Education Scholarship Committee for the club year that will begin September 1, the January appointment of the Nominating Committee, and the March appointment of the Audit Committee, as well as any others as needed throughout the year.
4. Represents or appoints a representative of the club to serve on the Community Council and as needed within the community.
5. Supports local, district, state, and Greater Federation goals by keeping all members informed.

In addition:

6. Keeps updated club yearbook, State Handbook and District Handbook for the club.
7. Holds one of two keys to the Post Office box.
8. Appoints a Newsletter Editor
9. Approves and sends Eblasts to the members, which must be related to club projects/interests.

1st Vice President

1. Stands in for President as needed.
2. Assigns membership to Community Service Programs based upon club survey and direct consultation with members if necessary.
3. Collects hours and contributions data from Community Service Program chairmen.
4. Submits Club Service and Project (CS&P) reports of total hours and contributions of the club to the GFWC-NC.
5. Submits award entries to the appropriate district or federation chairmen.
6. Attends general and planning meetings.

2nd Vice President

1. As Chairman of the Finance Committee, in collaboration with the Committee, prepares proposed budget to be recommended by Finance Committee at September meeting.
2. As chairman of Finance Committee, serves as Ex Officio on all club fundraising projects.
3. Authorizes ads for fundraisers, etc., as needed.
4. When a person or group approaches the club for monetary support outside of the approved budget, a written request must be submitted to the Finance Committee who, after approving the donation, seeks club consent.
5. Compiles and maintains inventory of club-owned goods as well as current location of items.
6. Attends general and planning meetings.

Treasurer

1. Reimburses within 30 days of receipt, a club member who has submitted a properly completed and approved Reimbursement-Form.
2. Issues checks for charitable donations within 30 days of receiving a properly completed and approved Charitable Donation Request Form.
3. Submits a written report of the Club's financial activity within one week of any officer's request.
4. Deposits funds within 30 days of receipt.

5. Holds one of two keys to the Post Office box; coordinates with the President, or an appointed officer, on checking the box on a regular basis and passing on mail and relevant information to the President.
6. Serves on the Finance Committee.
7. Renders a written report at the annual business meeting.
8. Sends Continuing Education Scholarship checks to the recipient's designated college/university contact person.
9. Updates the club membership roster to the GFWC-NC and pays GFWC and GFWC-NC dues according to current GFWC-NC procedures.
10. Attends general and planning meetings.

Corresponding Secretary

1. Writes all personal correspondence from the club, i.e., death, birth, sickness cards, etc.
2. In case of the death of a member, sends a \$25 donation to favorite charity.
3. Ex Officio member of the Hospitality Committee.
4. Speakers and guests shall receive thank-you notes no later than 15 days after their appearance.
5. Attends general and planning meetings.

Recording Secretary

1. Takes minutes at all meetings. If unable to attend, appoints replacement.
2. Provides a copy of the Minutes to the Newsletter editor for inclusion and for member review and approval.
3. Sends copy of Approved Minutes to the Website editor for posting.
4. Attends general and planning meetings.

Chaplain

1. Provides reflective thoughts through invocations at each general and planning meeting.
2. Attends general and planning meetings.

Parliamentarian/Advisor-Appointed Officer

1. Position to be appointed by current administration President.
2. Ensures meetings are conducted according to Robert's Rules of Order.
3. Shall serve as chairman on the Resolutions and Revisions Committee.
4. Attends general and planning meetings.

Installation of Officers

The incoming officers shall be installed at the Year End Banquet.

Duties of Committees

COMMUNITY SERVICE PROGRAMS - CSPs

CSP Chairman

1. Oversees the organization of respective CSP activities throughout the club year.
2. Each chairman shall, in consultation with respective CSP members, decide, organize, and promote programs and/or projects for involvement of the club membership within the appropriate organizational guidelines. Previous projects and End of Year surveys should be given due consideration.
3. The chairman is urged to assign a CSP member to serve as a Reporter for their group's activities and projects, duties to include but not limited to:
 - Reporter (or CSP chairman)
 - Writes brief announcements and articles regarding their CSP to submit to the Newsletter Editor for consideration in the club newsletter.

- Submits brief announcements and event articles to the Scrapbook Editor and Social Media Editor for publication on the club Facebook page or other appropriate social media.
 - Submits announcements and event articles to the Publicist for distribution to local and GFWC media outlets, as appropriate.
 - Submits photographs or videos with captions to an Editor or Publicist to accompany an article and to the Photographer for photo/video archiving. Guidance is available in the Communications Plan which is on the Members page of the club's website.
4. The chairman shall be responsible for seeing that a written report is given to the 1st Vice President within 30 days of a reportable CSP event.
 5. Works with Corresponding Secretary, providing name(s) and contact information of guest speakers to ensure follow-up correspondences (see No. 4 under Corresponding Secretary).
 6. The new chairman is to receive information from the outgoing chairman at the June Information Exchange meeting.
 7. In case of absence of the chairman at the general meeting, a representative shall be sent with the information. The President shall be notified prior to each meeting.
 8. Attends general and planning meetings.
 9. Per the Bylaws sits on the Board of Directors.

STANDING COMMITTEES

Banquet Standing Committee

Committee or Committees which plan special events for the club membership: Holiday Parties, Year-End Banquet and other functions as directed by President.

1. **Holiday Party**
 - A committee plans and coordinates the Club Holiday Social during the December general meeting.
2. **Banquet**
 - A committee will work with both the President and President-Elect to plan and coordinate the Year End Banquet, to be held during the May General Meeting.
 - Committee will be responsible for organizing food, setup, decorations, and location of event under the direction of the Club President.
 - Set meal price (to include coverage of guest meals), confirm head count for event and report to caterer as needed.
3. Per the Bylaws the chairman sits on the Board of Directors

Communications Standing Committee

The function of this committee is organizational, to produce and provide reference tools to the membership; archival, to care for the history and public record of the club, and to manage the club brand (image) to its members, the local and GFWC communities. The member who holds each position may request assistance from other club members as needed. Titles and duties to include but not limited to:

Historian

- May participate in archival efforts with the appropriate editor such as scrapbook, press book, and website editor; and club files, as appropriate.
- Seeks opportunities to share historical information to membership in effort to enrich members' knowledge of club history and activities.
- The historian will be the chairman for the GFWC Federation Day in April, and she will recruit a committee of members to help plan the event/project.
- Per Bylaws, sits on the Board of Directors.

Newsletter Editor

- Formats information about club news and events to members and other interested parties through the timely publication of a club newsletter as directed by President.
- Gathers information from club members, GFWC and other sources relative to club functions and objectives.

- May develop articles that will convey knowledge, generate enthusiasm, and enhance the organization's public relations outreach. Articles should encourage membership recruiting and retention and highlight CSPs' development and reporting.
- May integrate human interest stories and notice of events and activities within the GFWC at the district, state, national, and international levels.
- Edits materials to enhance member impact, adding photographs and other art as appropriate into a consistent format and style for monthly publication.
- Submits newsletter materials to District VI President and GFWC-NC Headquarters .

Photographer

- Promotes and preserves the activities, projects, and accomplishments of the club through photography and videography.
- Provides pertinent information about the visual images used to promote the club. Information should include captions where available. This should include, at a minimum, names, dates, and descriptions of the activity depicted.
- Serves as backup to the CSP reporters.
- Works with Membership Chairman to maintain directory of member photography waivers.
- Submits photos to GFWC competitions as appropriate.
- Per Bylaws, sits on the Board of Directors.

Press Book Editor

- Collects articles from all media outlets, documenting and preserving said items into an annual Press Book.
- Submits Press Book to GFWC competitions where appropriate.

Publicist

- Coordinates the development and publication of materials used internally and externally to inform, publicize, or promote the club and its events, projects, and accomplishments.
- Develops club publicity through pre- and post-event materials, or arranges for such, on behalf of the club and club-sponsored events and sends as appropriate to the media and GFWC outlets.
- Creates publicity schedules and works with printers and other trades as necessary on behalf of the club and club-sponsored events.

Scrapbook Editor

- Collects photos, news items from media outlets, monthly newsletters, event fliers, etc., and preserves via the creation of an annual Scrapbook.
- Emails to the Website Editor and the Social Media Editor the scrapbook pages for posting to the club website and Facebook.

Social Media Editor

- Promotes club activities, projects, and accomplishments through social media outlets, acting as administrator of club's presence within said outlets.
- Actively searches for new social media outlets that could be beneficial to the club. Evaluates, and if appropriate, recommends new outlet(s) to committee and ultimately the club's President for approval prior to implementation.

Website Editor

- Manages club website or liaises with club-approved non-member to develop pages, post documents, and maintain the WFWC brand online; to maintain web hosting account, domain name registration and site security; to set member-area access usernames and passwords and keep records of same; and to post approved club forms, documents, and photos on request.
- Works with Historian to develop and maintain web-based archive of club materials.

Yearbook Editor

- Updates and edits the yearbook to serve as a reference manual for membership at the beginning of the club year and in January.
- Per the Bylaws sits on the Board of Directors.

Finance Standing Committee

1. Be composed of five members including the 2nd Vice President as chairman.
2. The Finance chairman will serve as an ex officio member of any fundraising projects.
3. Present a budget for the year for adoption at the September General Meeting.
4. Monitor the club finances.
5. Vet all fundraisers and donations (as described under Donations heading page 2 of the Policies and Procedures) that have been received at least 10 days prior to the next general meeting. Requests received within the 10-day window will be presented at the following general meeting. Committee will present findings along with recommendation for approval or rejection by membership.
6. Sign/Authorize Charitable and Operating expense forms.

Hospitality Standing Committee

1. A committee or chairman appointed by the President.
2. Works with the CSP chairmen to ensure the Community House Key Card is passed from the CSP currently hosting the meeting to the CSP hosting the following month.
3. Greet all guests.- Assist all guests to find a seat and introduce to several members.
4. Assist the Hostess CSP as needed.
5. The Hospitality chairman will attend general and board meetings.
6. Per the Bylaws sits on the Board of Directors.

Membership Standing Committee

1. Focus on key strategies, challenges, and needs in order to provide insight on membership recruitment, engagement, and retention of members.
2. Greet and supply name badges to all guests.
3. Introduce all guests at monthly club meetings.
4. Gather contact information from visitors for follow-up.
5. Follow up by email to all guests after club meetings to provide any additional information.
6. Provides a printed copy of the current yearbook to each new member.
7. Purchases a nametag for new members once dues have been paid.
8. Plans and hosts a membership event annually for the purpose of new member recruitment.
9. Plans and conducts a new member orientation as needed.
10. The Membership chairman will attend general and board meetings.
11. Per the Bylaws sits on the Board of Directors.

New Member Process

- The completed "I'm Interested" form will be downloaded from the website by the Website Manager
 - The form will be forwarded to the Membership Chairman
- Membership Chairman will contact the Prospective Member and invite her to a meeting
 - At the meeting the Prospective Member will be given a paper Membership Application
 - The completed Membership Application will be submitted, along with a check for her dues
 - The form and the check can be mailed to the WFWC Post Office box or given to the Membership Chairman and the Treasurer at a meeting
- The Membership Chairman sends a copy of the Application to:
 - Yearbook Editor for inclusion in the Club Roster
 - 1st VP for CSP Assignment
 - President for Standing Committee Assignment
 - Club Photographer in order to have a Yearbook Photo taken
 - Newsletter Editor for addition to the distribution list and for an announcement of her joining
 - Website Editor to assign her a logon and password for the Website

- Any Publicity/Posts to the WFWC website or Facebook page dealing with Membership must be authorized by the Membership Chairman and it is she who will decide when/if to publish.

Resolutions and Revisions Standing Committee

1. A committee consisting of five members chaired by the Parliamentarian.
2. The chairman may call for proposed amendments or changes to the Bylaws and/or Policies and Procedures at any general meeting.
3. All proposed revisions to Bylaws and Policies and Procedures may be presented to the committee at any time but must be in writing.
4. Per the Bylaws, members must be notified of proposed amendments to the Bylaws at the previous meeting or by a written notice sent to all members four weeks in advance.
5. It is suggested that the committee receive the written proposal for Bylaw Amendments six weeks in advance of a membership vote to allow for the mandatory prior meeting notice or four-week written notice to all members of an upcoming vote to change the Bylaws and to provide members with an opportunity to review proposed changes to the Bylaws prior to the general meeting vote date.
6. Proposed Bylaw changes will be evaluated, presented to Executive Committee for pre-approval, published in the club newsletter and presented to the general membership for approval at the first general meeting following the prior meeting notification or the four-week advanced notification to all members of the upcoming vote.
7. Policies and Procedures changes will be evaluated and presented to the club membership for approval at any regularly scheduled general meeting.
8. In the event of emergency, an urgent matter that cannot wait until the next scheduled general membership meeting, proposed changes will be evaluated and presented to the Executive Committee or the Board of Directors for approval by a 2/3 vote of either body.
9. The chairman is to provide the yearbook editor a copy of the amended Bylaws and/or Policies and Procedures for inclusion in the next yearbook edition.

PRESIDENTIAL COMMITTEES

Art in the Park Committee

1. The chairman and five committee members will be appointed by the President in March.
2. Art in the Park will be held every year on July 4 at the Wake Forest Community House.
3. At least one month prior to the event, chairman will submit an article to publicist and newsletter editor for the purpose of promoting the event to the community and to the club.
4. The committee plans simple children's crafts.
5. Various committee members will purchase the necessary supplies for each craft for approximately 400 children.
6. Supplies are reimbursable through the club's operational budget for this event.
7. The Chairman will provide sign-up sheets at the April and May general club meetings for members to volunteer to help with the event (at least 25 clubwomen are needed). A sign-up sheet is also required for volunteers to bake 400+/- unfrosted cupcakes and to donate cans of frosting, either chocolate or vanilla.
8. Cupcakes and frosting are considered in-kind donations and not reimbursable.
9. Any leftover craft supplies will be stored in the club storage unit.
10. The Chairman will write the CSP report and submit it under the Arts and Culture CSP.

Audit Committee

1. Composed of an appointed chairman and two additional clubwomen of good standing.
2. Reviews disbursement documentation to ensure that reimbursement forms contain all required approval signatures and receipts.
3. Ensures that all other disbursements (charitable contributions, etc.) match the current approved budget.
4. Ensures that deposits were made in a timely manner.
5. Ensures that bank statements are reconciled and up to date.

6. Verifies that dues have been collected for current members.
7. Provides written report to President to be read at the April general membership meeting

District VI and GFWC-NC Arts Festival Committee

1. The chairman and up to five committee members will be appointed by the President
2. All guidelines will be followed as set forth by the GFWC-NC Administration Book, Appendix A, as well as by the District VI Handbook.

Gloriosa Daisy Garden Committee

1. The chairman and committee members will be appointed by the President.
2. The Gloriosa Daisy Garden is located at Joyner Park and will be maintained per the Memorandum of Understanding signed on March 15, 2018 with Wake Forest Parks and Recreation.
3. The responsibility of this committee is to provide the upkeep as directed by the MOU.:
 - Conduct weeding and dust off plants, so area is prepared for winterizing in December.
 - Monitor plants regularly for weeding and deadheading during the growing season, April-August.
 - Fertilize as needed, starting in March.
 - Tidy up the area before and after mulching (including the unburying of flowers).
 - Conduct plan evaluation and replacement as necessary.
 - Water the plants as needed.

Nominating Committee

1. The chairman and two committee members shall be appointed by the President at the January general club meeting.
2. The chairman and committee members should be general club members not seeking Executive Officer positions.
3. The February Newsletter will include descriptions of all elected offices.
4. The committee will develop a Slate of Nominees from members in good standing and publish the list of nominees in the March newsletter.
5. The Slate of Nominees will be presented at the March general meeting at which time nominations from the floor will be accepted.
6. The Election of Officers will take place after nominations have been closed.
7. Offices with more than one candidate will be voted upon by Secret Ballot.
8. The election results will be published in the April newsletter.
9. Installation of new Executive Officers will be held at the Year End Banquet.

Scholarship Committee (Continuing Education Scholarship)

1. The chairman and five committee members shall be appointed by the President in August for the club year that will begin September 1.
2. The committee will assemble five packets of application materials per school and the chairman will provide them to the administration of the three public Wake Forest high schools (Franklin Academy, Heritage High School and Wake Forest High School) no later than November 1. If more packets are needed, the school's representative is urged to contact the scholarship committee chairman.
3. Following the published deadline, committee members will meet to review application materials, following the requirements established by the GFWC-NC and GFWC-NC District VI for consideration of scholarship candidates, and will narrow the field to +/- five candidates.
4. The committee will interview each candidate, then meet to discuss their findings. A winner and a runner-up will be selected.
5. The committee chairman will inform the winner of her or his selection and remind her or him of the conditions under which the scholarship is awarded. When the award has been accepted, the chairman will submit to the club's newsletter editor an article describing the winner and identifying both the winner's high school and intended college/university, along with field of study, if known.

6. Up to two months prior to the club's April general meeting, the committee chairman will solicit club members for gifts to be given to the scholarship winner at the April meeting and will purchase a laundry hamper/basket or other suitable container in which the winner may transport the gifts.
7. The committee will make arrangements to host the winner and her or his family members at the April general meeting.
8. A member of the committee will request a certificate of recognition from the Publicity Committee and will attend the student's high school awards program to present the certificate.
9. The chairman will work with the winner, the chosen college/university, and the club treasurer to ensure that the scholarship funds are administered and accounted for.
10. The committee will meet after the scholarship has been awarded to review and refine application materials for their successors. They will provide any revised materials to the yearbook committee chairman.

Duties of Other Positions

Advisor to Wake Forest Junior Woman's Club

1. An appointed, active member in good standing shall serve as liaison to the Wake Forest Junior Woman's Club.
2. Advisor shall contact and establish ongoing communication with the WFJWC President, or her appointed advisor, to facilitate relations, communications, and collaboration of club efforts where appropriate.
3. Advisor should submit informative articles for publication in both clubs' newsletters to cross-market events.

Advisors to Juniette Clubs

1. Follow the guidelines set forth in the GFWC-NC Administration Manual and the NC Juniette Handbook.
2. Follow Wake Forest Woman's Club guidelines for operating and charitable disbursements of funds.

Community Council Representative

1. This club representative shall attend the monthly Community Council meetings. If representative is unable to attend, she shall seek a delegate to attend in her absence.
2. The representative shall submit a monthly report of WFJWC activities to the Community Council.
3. Per the Bylaws sits on the Board of Directors.

Epsilon Sigma Omicron Book Club Chairman

1. Appointed by book club members to serve up to three years.
2. Manages the host rotation, ensuring the next discussion location and host are set and communicated to the newsletter editor.
3. Supports the host, providing discussion questions on request and helping to guide discussion.
4. Reports on book club activities as a project of the Education CSP directly to the 1st VP, including number of books read by book club members each year.
5. Manages the ESO information that is posted to the club website in coordination with the website editor.
6. Connects with the ESO State Chairman and keeps book club members informed of GFWC and GFWC-NC ESO news.
7. Communicates information to book club members regarding ESO guidelines and requirements and maintains book club roster.

Amendments

Policies and Procedures may be adopted by the Wake Forest Woman's Club, without prior notice, at any general meeting by a 2/3 vote. They may be amended, suspended, or rescinded between regularly scheduled club meetings by a 2/3 vote of the Wake Forest Woman's Club Executive Committee or Board of Directors.

Feb. 17, 2023: Revisions for the Yearbook
after the January 15, 2023, publication

The Messenger Award





The Messenger Award founders, Deborah LaPierre and Sharon Rasmussen, launched this award in 2015 to emphasize the importance of good communication. For example, a nominee may be a member who puts her all into promoting a club event; who clearly conveys a procedural change to members; who presents club work in a manner that inspires the local community and/or club members; who educates members; or who simply demonstrates excellence through her communication efforts. The founders specified that they, themselves, would not be eligible to receive this award.

The Messenger Award is awarded to a single clubwoman who goes above and beyond the requirements of any club role to communicate the essence, purpose, objectives, and goals of the Wake Forest Woman’s Club. The recipient holds the award until the following annual banquet when it is passed along to the next recipient.

Beginning in March each year, the members of the Communications Standing Committee shall solicit written nominations of about 35 words from the general club membership for this award. The written nominations are due by the close of the April club meeting. Each nomination should be delivered directly to the club's first vice president. The Executive Committee will then select the Messenger Award recipient from only those written nominations received. The first vice president will present this award at the May banquet.

Revised February 2, 2023

New to the Member Roster

	<p>Anderson, Cathryn (member 2022, birthday not listed) 708 Wildflower Ridge Road, Wake Forest NC 27587 caandersoncs@gmail.com 505-690-5455 (cell)</p>
	<p>Champion, Helen (member 2023, birthday March 13) 1042 Holden Road, Youngsville, NC 27596 hdchamp@nccumc.org 919-810-9864 (cell)</p>
	<p>Cochran, Nan (member 2023, birthday November 9) 1417 Kirkwood Hill Way, Wake Forest, NC 27587 ncochran119@icloud.com 631-901-3477</p>
	<p>Harry, Kandria (member 2022, birthday January 5) 216 Forbes Road, Wake Forest, NC 27587 kandria.harry@gmail.com 919-324-4372 (cell)</p>

	<p>Jennings, Patricia (member 2023, birthday October 15) 1421 Loghouse Street, Wake Forest, NC 27587 pljennings16@gmail.com 919-539-3200 (cell)</p>
	<p>Joyner, Gina (member 2017; member 2022, birthday October 9) 8816 Thompson Mill Road, Wake Forest, NC 27587 gtJoyner@yahoo.com 919-780-8833 (cell)</p>
	<p>Katherine Myers (Kathy) 2205 Lower Lake Road, Wake Forest, NC 27587 kmyersvt@hotmail.com 802-373-5186 (cell)</p>
	<p>Southerland, Tara (member 2023, birthday January 7) 2860 Steeple Run Drive, Wake Forest, NC 27587 tcsoutherland7@gmail.com 919-723-8528 (cell)</p>