CFUW National Office

June 2015

Dr. Madeline A. Kalbach

 One of the best resources a President or Vice-President can have is twofold. The RD, who is your first line of defence or resource, and the National Office. Together they can provide you with the tools you need to conduct an effective meeting and to answer any questions you might have related to CFUW in general. The National office was instrumental in assisting me with questions ranging from where to find something specific on the website to the best way of formatting the new banner and tagline for use in Word documents. In addition, to these kinds of questions the office can also advise on how to run an effective meeting. They can lead you to the information you need for your particular kind of meeting. It could be information on running a regular monthly meeting or an AGM. It could be how to deal with resolutions at a meeting, or when and how to make motions and deal with amendments. In other words, National can give you the tools that you need to be an effective president.

 You can access the National office in two ways, by phone or by email. The CFUW National Office is comprised of 4.5 staff members. Each plays a specific role and is extremely knowledgeable, but if the person you contact doesn’t know the exact answer to your question she/he knows exactly who will have the answer.

The staff of the National Office is comprised of

An Executive Director

A Membership Services and Communications Co-coordinator

A Fellowships Manager

An Advocacy Coordinator

and a part-time Accounting and IT Manager

**Robin Jackson is the Executive Director.**

**Phone: 613-234-8252 x107**

**Email: cfuwed@rogers.com**

Robin provides support to the Board by preparing documentation and policy papers for board meetings. She prepares fiancé reports and budget forecasts. She also manages the national office, handles personnel matters and works with local arrangement committees regarding the organization of the National AGMs . If there is ever any uncertainty about who to contact about an issue, Robin is the one to contact.

**Phantom Person: Member Services and Communications Coordinator**

**Toll free number: 1-888-220-9606**

**Phone: 613-234-8252 x 101**

**Email: cfuwgen@rogers.com**

Membership srvices persone provides certificates to Clubs for such events as Club anniversaries. She sends out all the Club supplies and CFUW merchandise items. She also formats and distributes all of the CFUW publications…News and updates, CFUW Press Agency, and the Communicator. She assists anyone who needs help in using the new branding materials and/or where to find things on the CFUW websites. She helps members with computer issues in accessing the website, works with Clubs on how to enter the membership numbers on the membership site and responds to general inquiries.

**Betty Dunlop: Fellowships Manager**

**Phone: 613-234-8252 x 104**

**Email: cfuwfls@rogers.com**

Betty manages the fellowships and awards application process. She oversees the volunteers who organize the applications. She manages the Fellowships Committee meetings where decisions are made on the awards. She also works on developing relations with Canadian and international universities and helps develop new fellowships and awards. She liaises with the Charitable Trust supporting them in their work.

**Tara Fischer: Advocacy Coordinator**

**Phone: 613-234-8252 x 106**

**Email: cfuwadvocacy@rogers.com**

Tara monitors all national and international advocacy issues related to women’s issues and works closely with partner organizations on joint events and campaigns. She follows legislation and policies related to our national priorities and brings issues for action to the attention of the Board and Club members. She attends relevant Federal Gov’t meetings and consultations. She writes letters, briefs, and press releases for the President’s signature. She works with the resolution committee and prepares the post-resolution advocacy package each fall for the Clubs. She also provides advocacy support to Clubs when needed and prepares and circulates the Week in Review.

The National office also has a part-time accounting and IT manager.

Ryszard Kowalski: Accounting and IT Manager

Phone: 613-234-8252 x 107

Email: cfuwfin@rogers.com

**In summary, the National office provides support for:**

* Accessing the website
* All membership concerns
* Scholarship and fellowship advice and information
* Advocacy support
* Support for dealing with resolutions. Including support with writing and their subsequent presentation
* Communication and news updates relevant to CFUW members and presidents
* And all issues relevant to Clubs and Presidents regarding the conduct of an efficient meeting.