The Role of CFUW National Office

**National office provides club 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.

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**

The Executive Director provides support to the Board by preparing documentation and policy papers for board meetings. She prepares finance 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.

**Jenna Smith: Member Services and Communications Coordinator**

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

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

**Email: cfuwgen@rogers.com**

The Membership Services person 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**

The Fellowships Manager 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.

**Genevieve De Breyne-Gagnon: Advocacy Coordinator**

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

**Email: cfuwadvocacy@rogers.com**

The Advocacy Coordinator 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.

Accounting and IT manager, part-time

Ryszard Kowalski: Accounting and IT Manager

Phone: 613-234-8252 x 107

Email: cfuwfin@rogers.com