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**2020 Draft Handbook**

This document describes NWIR protocol, leadership, committees, their purpose and responsibilities in meeting the NWIR mission. All committees are expected to work collaboratively and positively with the board with a focus on the organization’s mission, board’s strategic goals, and the committees’ objectives and goals.

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Committee Goals Template for discussion at board meetings is on the Resources for BOD page on the website.

# Mission

The mission of NWiR is to empower women in the roofing industry.

National Women in Roofing was launched in 2016 to provide networking, recruiting, mentoring and education for women roofing professionals.

NWIR will strive to provide an opportunity for women and men, new and established, to find ongoing success working together in the roofing industry.

It’s founding goals are:

* Mentoring/Mentorship – Mentor and empower women in the roofing industry towards excellence in their chosen career
* Education – Create high-quality learning programs and experiences for men and women, focusing on professional development and self-advocacy tools to build successful businesses and careers
* Networking – Provide opportunities to meet women in the roofing industry, creating strong, long-lasting networks
* Recruitment – Reach beyond traditional recruitment to enable and promote careers in the roofing industry to current and future workers

"Women belong in all places where decisions are being made... It shouldn't be that women are the exception." —*Ruth Bader Ginsburg*

# Committees Protocol and Committee’s Role

NWIR is a volunteer-based organization with working committees. Several tools have been established to help guide the organization and its members. The following outlines those tools and provides a guide to committees on how to manage and update organizational materials.

**Handbook**

This handbook provides an overview of processes, committees and their members, bylaws and other guiding materials for the organization. During the in-person board of directors meeting held at the IRE, chairs will come prepared to discuss any updates that have been made to the handbook.

**Committee Year-end Reports**

Committee year-end reports are critical elements to the organization’s annual reporting process. During the in-person board of directors meeting held at the IRE, outgoing chairs will present a committee year-end report of accomplishments and activities of the committee. These activities and accomplishments will align will the goals set out at the beginning of the year and will tie to the overall mission of NWIR.

**Annual Goals**

NWIR is a goal-oriented organization. These goals set the direction for each committee in the coming year. The incoming chair (generally the current vice chair) will present the upcoming year’s goals and priorities that tie to the committees mission and overall mission of NWIR.

Each committee has budgeting responsibility. Financial and staff resource requirements shall be identified in the annual goal sheet.

**Toolkit Updates**

Several committees have published toolkits, which are generally intended to be used internally by councils, other committees, members and eventually by corporate councils. During the in-person board of directors meeting held at the IRE, the incoming vice chair (the secretary) will come prepared with any concepts for revisions required for the committees’ toolkits. Toolkits are updated annually by association management between May – September based on content provided by the committee.

**Meeting Schedule**

Meetings will be held monthly via teleconference by all committees. Meeting materials and agendas will be sent out at least three days prior to scheduled meeting and posted on the calendar on the website

Special meetings:

The Councils Committee holds three separate meetings:

* Council committee meeting
* For new councils, calls have been established monthly to assist with onboarding
* “All Council Leaders” call to share best practices and updates from headquarters

**Content**

The Communications Committee will put a *call for content* out monthly. The Communications Committee is the central source for all messaging and branding of all committees and departments. Committees must have a delegate to provide content on pertinent information monthly or when newsworthy information must be communicated to members. Delegates should use the established submission processes on the website.

**Approvals**

The Board Meeting held at the IRE is the opportunity to report out pre-approved plans. All final documents need to be created prior to that meeting. Final approval of handbook edits, goals, budgets, and concepts to update toolkits need to be completed by November of the prior year and reviewed by the committee with the liaison from the executive committee

# Leadership Responsibilities / Duties

**Executive Committee – Ellen to cross reference with bylaws**

The ***chair*** is expected to:

* Be a positive, empowering force to the industry with avocation towards women
* Set strategy and direction
* Model and set the organization’s culture, values, and behavior
* Builds and leads the executive committee
* Allocates capital to the organization’s priorities
* Acts as a liaison across industry affiliates, partners and associations
* Be responsible for the general and active management of the association management company
* Provide the executive director’s annual review
* Sign bonds, deeds, contracts, and promissory notes for the corporation
* Lead all meetings of the board of directors
* Enforce bylaws
* Oversee nomination process for all board of directors
* Obtain approval from the board of directors of an ongoing five-year strategic plan no later than the end of the chair’s term
* In concert with the past chair, provide primary leadership (or appoint a member to do so) for sponsorship relationship management by regular communication
* Annually review handbook and bylaws and suggest changes and updates to the executive committee
* Attend weekly executive meetings and monthly board of director calls
* Attend two in-person board of director meetings
* Act as a board liaison for select committees. The liaison is responsible for reporting on the committee’s activities to the board

The **past** chair is expected to:

* Mentor the incoming chair and assist the chair as needed in carrying out the mission by performing duties and tasks as assigned by the chair
* Provide guidance and a historical perspective of board of directors’ activities
* Be an ambassador to the industry for women’s empowerment
* Obtain renewals and new sponsorships, in concert with the other past chairs.
* Serve as the sponsor liaison, checking in with sponsor contacts and encouraging them to take advantage of their sponsorship benefits (unless otherwise designated)
* Attend weekly executive meetings and monthly board of director calls
* Attend two in-person board of director meetings
* Attend weekly executive meetings and monthly board of director calls
* Act as a board liaison for select committees. The liaison is responsible for reporting on the committee’s activities to the board

The ***vice chair*** is expected to:

* Act as chair when the chair is unavailable, and acts as support for the chair at all other times
* Ensure project timelines are established as needed
* Collaborate directly with chair and other committees
* Attend weekly executive meetings and monthly board of director calls
* Attend two in-person board of director meetings
* Act as a board liaison for select committees. The liaison is responsible for reporting on the committees’ activities to the board

The ***secretary*** is expected to:

* Work with the association management to maintain the meeting minutes of the board of directors
* If the vice chair is absent or unable to act, the secretary shall be responsible for all the duties of the vice chair and may exercise the powers of the vice chair
* Attend weekly executive meetings and monthly board of director calls
* Attend two in-person board of director meetings
* Act as a board liaison for select committees. The liaison is responsible for reporting on the committees’ activities to the board

The ***treasurer*** is expected to:

* Work with the executive committee to develop 5-year financial growth plan strategy
* Prepare budget estimates and recommendations to the executive committee for approval and for notification to the board
* Track budget vs. actual figures throughout the year to ensure the budget is met
* Investigate, deploy and manage online store concept
* Work with the association management to maintain charge and custody of all funds and securities
* If the secretary is absent or unable to act, the treasurer shall be responsible for all the duties of the secretary and may exercise the powers of the secretary
* Approve executive directors expenses
* Sign-off on appropriate tax documents as necessary
* Attend weekly executive meetings and monthly board of director calls
* Attend two in-person board of director meetings
* Act as a board liaison for select committees. The liaison is responsible for reporting on the committees’ activities to the board

***NWIR contracts for association management services. The executive director leads and manages the individual contractors/consultants that provide association management services, which include the executive director, member services coordinator/administrative assistant, graphic designer, website developer, and bookkeeper.*** Generally speaking, responsibilities are assumed as follows:

Ellen needs to cross reference with scope and add in content for association management duties as well. Also needs to be shorter and less specific (specifics are in the scope)

The ***Executive Director*** is expected to:

* Work with the executive committee to organize financial and business planning to achieve strategic objectives
* Work with the treasurer to provide clear, transparent, and accurate financial reporting to board, staff, members, and the public to reflect the financial health of the organization
* Develop a policy of independent periodic review and audit of the organization's finances
* Communicate the financial status of the organization to members annually and volunteers quarterly to support the decision-making process
* Oversee the association’s contractors and consultants
* Coordinate annual tax filing with bookkeeper and accountant
* Hire and supervise bookkeeper for council operations
* In brief, implementation of the board’s policy and vision
* Conduct annual review of governance documents to ensure they support the organization's strategic direction and that the organization is in compliance
* Support the Communications Committee in the re-design and implementation of the website
* Communicate with vendors on committee projects
* Work with chairs to assist with reminders on a fairly consistent basis, remind of deadlines, request meetings, try to keep them moving forward
* Work with the chair to implement policies, procedures, and resources to support affiliate relationships
* Communicate with all new council leaderships, over email and the phone. With the Councils committee chairs, coach through the process of establishing a new council
* Act as the helpdesk for councils
	+ Payments to vendors
	+ Directions/instructions
	+ Answers to questions about NWIR events and operations.
* Be responsible for the implementation and reporting of the association management system
* Manage all meeting/event logistics, including invitations and registrations, contracts with service providers, and coordination of submission of materials and documents; in consultation with the local event coordinators
* Track booth barter agreements and manage coordination with local event coordinators, in consultation with the Events chair; track down missing invoices for reimbursement and expenses
* Manage all ordering and shipping of print material and collateral
* Oversee the design of marketing materials for all events in coordination with graphic designer
* Coordinate submissions for National Roofing Week and manage communication with NRCA
* Explain and exhibit the organization's standards of ethical conduct to maintain the highest degree of integrity and ethical behavior in a collaborative, positive and empowered manner that follows the tone of the brand guideline
* Establish policies and procedures to ensure secure systems, data integrity, and prevent unauthorized access
* Work with general counsel to comply with relevant laws and regulations
* Protect the organization’s reputation and assets (e.g. intellectual property, HR practices, contracts, insurance coverage)
* Attend weekly executive meetings and monthly board of director calls
* Attend two in-person board of director meetings

The ***Member Services Coordinator/Administrative Assistant*** is expected to:

* Track all new councils, gather contact information
* Track monthly expenditures and report to bookkeeper
* Respond to and pay invoices
* Respond to inquiries about membership and sponsorship status
* Train committee chairs and council leaders on the association management system
* Provide membership reports
* Track sponsorship inquiries
* Oversee mailings as requested by board and committees
* Act as the helpdesk for councils
	+ Updating their own websites
	+ Technical support
	+ Assistance locating usernames

The ***Executive Liaisons*** are expected to:

* Assist the chair with review of goals and objectives
* Attend committee meetings
* Report out to executive committee on activity of committee
* Work with committee chair on vice chair appointment and committee member appointments
* Work with committee chair to outline needed tasks, duties and/or responsibilities of the committee members
* Assist with recruiting committee members and building out committees
* Work with the committee chair to outline needed positions for committee members and prepare a brief overview of specific responsibilities

All committee ***chairs*** are expected to:

* Ensure that the committee’s purpose is met, and goals are kept up-to-date as strategy evolves
* Work with executive committee to identify and select vice chair in accordance to the nomination process outlined in this handbook
* Facilitate a smooth rotation of leadership and transition yearly, and mentor vice chair to move into the chair position
* Appoint a secretary (non-board position)
* Recruit a strong and positive committee of at least five people
* Ensure committee members understand and agree to their responsibilities
* Set meeting agendas to ensure items are relevant to the committee’s mission, with sufficient time scheduled for full discussion of each item
* Ensure that meeting materials are distributed to committee members with enough time for review before each meeting
* Officiate committee meetings, keeping them on topic, positive, productive and professional
* Submit reports to the board with information on committee activities, projects, concerns and results
* Attend two in-person board of director meetings per year
* Attend monthly board of director conference calls
* Serve as liaison to executive committee and assure clear communication
* Conduct an annual review and update (as needed) of committee toolkit
* Report out at the annual meeting (held at the IRE) a review of the prior year performance of the committee

All committee ***vice chairs*** are expected to:

* Act as chair when the committee chair is unavailable, and acts as support for the chair at all other times
* Ensure project timelines are established as needed.
* Prepare informal budget estimate and recommendations annually for submission to the treasurer or the board
* Track budget vs. actual figures throughout the year to ensure the budget is met
* Present on goals of objectives of committee for the year they will be the acting chair. This will be done at the annual board meeting held in conjunction with the IRE
* Attend monthly board meeting phone conferences
* Collaborate directly with chair and other committees
* Provide additional oversight to subcommittee projects
* Attend two in-person board of director meetings
* Participate in monthly committee meetings
* Attend monthly board of director conference calls

All committee ***secretaries*** are expected to:

* Keep minutes and records of committee deliverables
* Collaborate with the chair and vice chair to develop and distribute meeting agendas
* Draft content for various outlets (ie newsletter, CRM tool, website, etc) and submit to the committee for comment
* During the in-person board of directors meeting held at the IRE, present any revisions required for the committee’s toolkit
* Distribute final content to communications committee
	+ Newsletter material by the 25th of each month
* Attend monthly committee meetings

All ***committee members*** are expected to:

* Submit agenda items to committee chair for meetings
* Read meeting materials ahead of each meeting to facilitate the most positive and productive meeting discussions possible during limited meeting time
* Review minutes to ensure they are complete and accurate
* Attend all committee meetings
* Participate actively and wholeheartedly in the work of the committee
* Take ownership and bring new ideas in order to execute committee goals
* Volunteer for a minimum of three actionable tasks per year that benefits the forward progress of committee. Actionable tasks could be but are not limited to:
	+ Proactively reviewing committee charter /goals and recommending edits
	+ Volunteering to work an event on behalf of the committee
	+ Present to local councils
	+ Lead a marketing effort
	+ Create job descriptions for your committee
	+ Create a PowerPoint deck for educational purposes with regard to the committee

# Committee Members and Key Contacts

**See the BOD roster or the Join a Committee page on the website; at the end of 2020, this info will be on the “MyCommittee” tool**

# Board of Directors Nominations Process

1. Submittal of Nominations
	1. The following members should submit nominations to executive director
		1. Committee chair or vice chair
		2. Executive committee
		3. Executive director
	2. Considerations
2. If the vacant position is for the chair, the vice chair will generally move into that position if she is agreeable and then the vice chair position is filled
3. Current committee members, Council leaders, and active members will be considered first
4. Overall makeup of the board should be considered with submittals (see below)
5. Review of Nominations
	1. Executive director supplies list of nominations with bios to the executive committee for review
	2. Review should include considerations for overall makeup of the board including:
6. Geographic locations
	* + - Northeast
			- Midwest
			- Southeast
			- West
7. Company – Ideally, we would not have more than two people on the board from the same company
8. Profession – Ideally, be cognizant of a good mix of industry professionals
	* + - Roofing Contractor
			- Roofing Consultant
			- Distribution
			- Manufacturing
			- Insurance
			- Legal/Risk Management
			- Safety
			- Technology
			- Equipment
			- Media
			- Other
			- Association
	1. Founding sponsor considerations
9. Selection of Nominee
	1. Current executive committee will select new directors
	2. Executive director and current chair will hold a meeting to provide a board orientation session for new directors in mid-December.
	3. Executive committee to reach out with welcome and congratulations
	4. Communications to include new board members in monthly newsletter

Resources for Volunteer Leader Development – Succession Planning

As vacancies occur on the BOD any person may nominate candidate for the BOD to the executive committee. At the Annual Meeting (generally at NWiR Day but may move to the WSRCA convention) the members vote to elect nominees to the Board of Directors.

As terms approach the expiration date (in 2021, this will be in June), the executive committee will work with the current committee chairs to develop some ideas for who else might be interested in moving into the committee vice chair role. The formal invitation to the board (and to a committee vice chair role) will come from the Chair of the association.

As the current committee chairs seek to fill vacancies on their committees, these resources and lists may be helpful.

Current Council Leaders (brief summary also attached): <https://drive.google.com/open?id=16NYgO4wRu5tk9GjwAV8vxIiWIB5FrgkZF6d0zH492sc>

People who have indicated in the profile that they want to volunteer at events (brief summary also attached): <https://docs.google.com/spreadsheets/d/1hvF9c-Dsn9uVS6TE4xXTugueTWUXKZN-Gj5RExBenj0/edit?usp=sharing>

An older (pre-2019) tracking document of interested/potential leaders: <https://docs.google.com/spreadsheets/d/12WCbpOAKBvcW9Vyrm702wYDF_63xkivB0a3XtwqyY_I/edit?usp=sharing>

# Communications Committee

 **Objective**

1. Create and maintain a national platform that grows, promotes, defends and maintains the mission of NWIR through any communication channel or tool currently being leveraged
2. Create and support a recognized brand with consistency
3. Engage through social media and the website for connections with other women in the industry on a more personal and/or mentorship level
4. Reach more women and expand the footprint of NWIR
5. Brand of the association within and outside of the industry via:
	1. NWIR logo
	2. Monthly Newsletter
	3. Website and blog
	4. Social media
	5. Tradeshows
	6. Affiliations
	7. Sponsorships
6. Coordinate communications through the executive committee and executive director as needed

Note: The association management system is managed through the association management (executive director and member services coordinator).

**Responsibilities**

In addition to the general duties listed in the Introduction, the chair and vice chair of the committee will work directly with the other committee chairs, council chairs, executive committee and association management. The chair and vice chair will also work in conjunction with staff and with the website vendor to continually update content and expand capabilities for the website and improve user experience.

The vice chair coordinates and supports the committee chairs’ work by gathering information on:

* Events, PR opportunities, etc. to promote and encourage the branding of NWIR on a national basis
* Adding to the digital media library of information sources, links, etc., for use in the newsletter/website; for example, sample articles on women in roofing success stories

The committee’s responsibilities include promoting events (educational or social), writing blogs, profiles, articles, press releases and content for NWIR outlets and affiliate publications, build awareness and encourage the participation of our members and potential members. In addition, the committee members assume primary responsibility for posting social media content and managing social media platforms.

# Community Service Committee

**Objectives**

1. Support a platform of addressing needs of “Women in Crisis” and community service opportunities through national, regional and local support, awareness and partnership
2. Give back to communities by helping others whether it be women currently in or outside of the industry seeking employment within the industry through the support of the women of NWIR
3. Share success stories of councils, NWIR and corporate social responsibility of sponsors to the greater roofing industry through the website, community events, webinars, seminars, trade show events, etc.
4. Establish, communicate and help councils embrace the philanthropic goals of NWIR and its members
5. Work with councils and the board of directors to provide direction and opportunity for community service, specifically service to Women in Crisis
6. Help women of roofing experience the joy of giving and serving their communities and industry as a whole

**Responsibilities**

1. Keep track of hours volunteered by councils and members in order to share commitment and success with members, sponsors and roofing industry overall
2. Continually update and improve the community service council toolkit. It will provide guidance, ideas and real examples of how women in roofing can be of service to their communities and overall to women in crisis
3. Provide research and networking to various agencies, service organizations, etc., to gather information on existing community service programs that empower women and help Women in Crisis
4. Introduce and promote programs to assist women who need support through networking and communications to councils and members
5. Recommend partnership with national women’s charity surrounding Women in Crisis for review by the board of directors.
6. Community Service committee members to act as liaisons to councils to help the councils choose community service activities, raise funds for charity and communicate successes
7. Education and encouragement on how to fundraise and encourage volunteerism for local women shelters, women crisis centers, women build programs and more
8. Work in conjunction with recruitment committee to help message the opportunities for women in the roofing industry through community service projects
9. Support awareness for national, regional and local philanthropic campaigns that support the empowerment of women in roofing by developing and maintaining strong communication plans and community service calendar on the website

# Councils Committee

**Objective**

1. The Council Committee’s primary focus is to facilitate the development of new and existing local and state Councils. We encourage individuals and groups to establish Councils as a means of interacting within the community and advancing the mission and opportunities for women in the roofing industry.
2. The Committee focuses on providing strong, positive leadership and communications to Councils and supporting the use of resources to ensure the continuation of NWIR branding and pillars.
3. The Committee is responsible for monitoring that Councils are operating within their approved bylaws, which should be designed to support the four pillars of leadership, including mentoring, education, networking and recruitment.

Council development includes:

1. Approvals of new Councils will be coordinated through this committee
2. Develop and maintaining Council materials for councils:
	1. Toolkit / Workbook
	2. Handbook
	3. New and current policies
	4. Revisions to collateral
3. Review branding, policies and governance of all Councils
4. Train council coordination as required:
	1. Financials, budgets and sponsorship
	2. Tracking
	3. Website
	4. Association Management interaction
	5. Council Social Media guidelines
	6. Newsletter submissions
5. Work with other committee chairs, executive committee, association management on all updates or council development
6. New council formation calls, monthly all council calls

**Responsibilities:**

In addition to the general duties listed in the Introduction, the chair is responsible for scheduling dates, times and location for meetings.

1. Work with other committees to help expand our national message as well as council-to-council communications on:
	1. Best practices for council PR for local events, help with PR through the website
	2. Community service events selection
	3. Recruitment opportunities/relationships for industry and membership
	4. Educational library resource for council events and meetings
	5. Expand NWIR brand to local roofing events supported by our local councils
2. Work with the executive liaison on:
	1. Updates on regional/national growth
	2. New council structure and support

# Education Committee

**Objective**

Develop and maintain content annually for key initiatives, focus areas and member-desired education for NWIR.

**Responsibilities**

1. Empower women in the roofing industry through continuous education on Professional Development and Self-Advocacy tools
2. Create and build a NWIR library of webinars, speaker bios, abstracts, and supportive resources of interest to NWiR members
3. Provide quarterly webinars with relevant and timely topics in the industry for our members
4. Provide abstracts and speakers for upcoming industry events; inform Events and Communications committee of accepted abstracts
5. Market and brand our organization by first educating women on the career opportunities/paths within they roofing industry
6. Develop resource material for Recruitment to provide to members, colleges and collateral industries (under discussion)
7. Provide monthly newsletter content and social media content (safety, work-life balance, webinar updates, Big 6 speaking events)
8. Coordination with mentoring committee and others to help with educational needs as requested

# Events Committee

**Objective**

Leverage industry events to offer unique opportunities for networking, education and mentoring and increasing membership. NWIR events, while related to industry events, are to be managed separately from the industry event.

**Responsibilities**

1. Recruit event coordinators
2. Provide leadership and ensure event coordinators are aware of their obligations
3. Work with trade association to identify which options are available to NWIR:
	1. Booth
	2. Hospitality event
	3. Mentor tables events
	4. Educational sessions
	5. Panel discussions
4. Venue selection
5. Negotiation with organization who runs the event
6. Booth and meeting room space set up
7. Develop booth schedule for tradeshows and communicate to membership
8. Recruit for staffing event
9. Provides collateral / booth needs to the association management receives shipments
10. Select booth for following year (payment and logistics will be handled by executive director

**Key Shows / Events**

1. National
	1. RCI
	2. IRE
	3. Best of Success
2. Regional
	1. Western States
	2. FRSA
	3. MRCA
	4. NERCA

# Membership Committee

**Objective**

The Membership Committee exists to empower women in our industry by encouraging membership as a means to connect women to other members and resources available for career growth.

1. Build an informed and active membership that supports the mission, goals and programs of NWIR
2. Understand the link between the national group and the Councils and how to keep each informed and supported
3. Create and implement membership marketing and recruiting programs to encourage membership growth
4. Develop and maintain an annual calendar of membership events
5. Promote and celebrate successes with members and the greater community of associations
6. Create renewal policy, work with association management on implementation and tracking

**Responsibilities**

In addition to the general duties listed in the Introduction, the chair is responsible for ensuring timely, accurate communication with the other chairs and committees.

All committee members should look for opportunities to share enthusiasm and excitement about NWIR to potential members.

The committee is responsible for:

* Collaborating with the communications committee as needed to develop materials and tools needed to recruit and retain members, such as brochures, talking points, power points, prospects
* Working to make the committee fun and rewarding
* Working with local councils to develop membership strategy to help increase members
* Planning and participating in recruiting events, in conjunction with the recruiting committee
* Working with association management to maintain the association management membership database
* Training on database where applicable
* Tracking membership renewals and mailings with the members services coordinator through the Association Management System
* Providing membership reports to the board, including reports on dues receipts

# Mentoring Committee

**Objective**

The Mentoring Committee exists to empower women in our industry by encouraging mentor/mentee relationships and developing avenues to bring women together to share thoughts, best practices and coaching opportunities for career growth.

**Responsibilities**

* Provide tools that assist in mentoring and empowerment of women in the roofing
* Develop and define mentoring events and content
* Identify possible speakers for mentoring events
* Recruit mentors and mentees and develop and track lists to support mentoring interactions
* Provide networking opportunities within the roofing industry
* Continuously improve our committee operating rhythm to execute successful mentoring events and interactions
* Bring mentors and mentees together in group settings to share best practices for women leveraging industry events and local councils
* Facilitate activities that broaden members perspectives on diversity and opportunities in the industry through story-telling of first hand experiences

# NWIR Day Committee

**Objective**

NWIR Day exists to bring professional, like-minded, good-spirited women together from all facets of the roofing industry to gain insight and inspiration. The committee will develop content that will maximize participants careers in the industry through discussions with colleagues and by leveraging the opportunities to grow professional networks and meet new peers throughout the day.

**Responsibilities**

* Work with executive committee to develop annual meeting agenda and content based on member input
* Propose keynote speaker and work with executive committee on speaker selection
* Contract keynote and handle all logistics
* Budget management
* Recruit event volunteers
* Communicate direction to ensure event volunteers are aware of their roles
* Host group phone calls and/or webinars for all volunteers and committees
* Venue negotiation
* Full Event logistics set-up to include catering, AV, layouts, etc...
* Coordination of activities associated with the program
* Provide collateral needs to the association management
* Serve as main point of contact for all facilitators, volunteers, speakers, sponsors, executive committee, venue providers, Informa, etc...
* Provide content to Communications Committee
* Onsite execution of event

# Recruitment Committee

**Objective**

1. Reach beyond traditional recruitment strategies to attract and hire women who will bring diverse backgrounds, talents, and experiences to the roofing industry
2. Learn and research additional ways to recruit women into the roofing industry to best help all our councils
3. Consistently look for feedback from councils and membership in order to share ideas and success stories across all Councils, members and great roofing industry
4. Create, develop and maintain a national network for women entering or re-entering the workforce, focusing on resources and opportunities through the roofing industry with national service agency partners.
5. Build NWIR’s reputation and brand as a resource for employment opportunities nationally through website content, webinars, seminars, trade show events, etc.
6. Connect women in need of work or career improvement with the companies of the roofing industry for mutual benefit and success

**Responsibilities**

* Spread the message of the empowerment of women through self-advocacy, support for women re-entering the workforce
* Encourage and develop career opportunities and networks through industry cooperation with the outreach programs developed for women
* Research, coordination and implementation of existing or pilot employment/service programs that NWIR can offer within the roofing industry in order to recruit more women into roofing.
* Help develop a network for regional inquiries and responses to spread the message through potential employers
* Recruit member liaisons from each Council or individually to act as resources and serve as liaisons across the country working with local, regional and national service organizations such as Goodwill, Boys and Girls Clubs, etc., to introduce and promote programs to help women find and be successful in career opportunities in the roofing industry.
* Lead in the ongoing use and development of the NWIR career center by meeting monthly with the executive director to access success and areas of improvement for job board, postings and career support
* Maintain updated and evolving recruitment toolkit for councils while continually providing resources, research and networking to help councils with recruitment efforts
* Utilize NWIR communications including website, social media, video, etc. to publicize job openings, opportunities and partnerships

# Antitrust

The anti-trust policy lives on the NWiR website under the Resources for Board of Directors page.

NWIR proudly supports and ensures compliance with U.S. and Canadian antitrust laws which encourage vigorous and open competition. It is NWIR’s policy to observe both the letter and the spirit of these laws. Board members must conduct themselves in a manner consistent with antitrust laws and be familiar with the specific guidelines issued by NWIR. As leaders of NWIR, board members and association management will enforce antitrust laws to the best of their ability.

NWIR’s Antitrust policy provides:

There will be no discussion of, or attempt to divide territories, customers, monopolize, and/or unreasonable restrains trade. Examples of such practices include, but are not limited to: price fixing, refusal to deal with third parties (i.e. boycotts), allocation of markets or limiting production, tie-in sales that require customers to buy unwanted items to buy desired product, input values, market share, market power, division of markets, or any other potential violation of antitrust laws.

 If such discussions arise, it is NWIR’s policy to request the discussion to be stopped. If discussions continue, NWIR parties should excuse themselves from the discussion and request records to show that he or she left the meeting at that point and why he or she left.

There will be no deceptive practice or unfair trade practices that include misrepresentations of misleading statements, and/or misleading statements that would suggest special treatment.

The policies and procedure above are consistent with the language provided by the Sherman Act, Robinson-Patman Act, Clayton Act, Federal Trade Commission Act, and Florida Statutes (specifically Chapters 496, 501, and 542).

Noncompliance will result in immediate dismissal of any party who violated any applicable federal or state antitrust law, rules, and regulations. There are both civil and criminal penalties for violation of federal or state antitrust laws, including imprisonment.

Although it is unfeasible to provide all antitrust laws in this policy, the guidelines are an attempt to provide instructions to NWIR. The policy is by no means an exclusive set of antitrust compliance.

# Conflict of interest

The Conflict of Interest policy lives on the NWiR website under the Resources for Board of Directors page.

NWIR is an organization focused on the empowerment of women and advocation of women’s issues, supported by our four pillars: Education, Mentoring, Membership, and Recruitment. While we welcome and support the diversity of our membership, any/all comments and viewpoints of our officers, directors, members, association management, or sponsors are specifically and individually their own and not an endorsement or representation of NWIR.

If a member has a direct or indirect financial interest, as defined below, has a duty to disclose same and the board of directors will determine whether a conflict of interest exists. A financial interest is not necessarily a conflict of interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

 a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

 b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

 c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

For further information, see NWIR’s Conflict of Interest Policy which is renewed annually.

Politics and Lobbying

NWIR does not have a lobbying arm. Our members, board members, and association management have diverse personal viewpoints and we take every effort to remain nonpartisan.

**Association Policies – Draft January 2020**

**The role of men**

NWiR recognizes that many men are equal partners to our mission of empowering women in the roofing industry; for that reason membership has been open to men since the original membership launch in June of 2016. Most of the time, NWiR events are inclusive of all genders. However, there is a unique perspective and experience that women in roofing have that is not necessarily shared by men. For that reason, some councils may choose to have women only events if the goal of the event would be better served that way; and on occasion, some NWiR national events may also have goals that are unique to a woman’s perspective and experience and therefore will be open to women only. Women only events are needed at times to achieve our goals of recruiting and retaining women for the roofing industry.

Generally speaking, almost all NWiR events will still remain open to men and women.

**Use of the database**

The NWiR database is a resource for NWiR board members and council leaders to use for official NWiR business. Requests for information to be conveyed to NWiR members should be submitted through the Submissions for Communications link on the NWiR website and will be reviewed and disseminated by the Communications Committee. NWiR members and sponsors may not use information obtained from the NWiR database for any non-NWiR purposes. Council leaders may not provide members’ email addresses to any entity outside of the council leadership; in addition, communications sent from council leaders utilizing information obtained from the NWiR database should be limited to matters pertaining to NWiR.

**Promotion and responsibilities of sponsors**

NWiR recognizes that the companies in our industry represent a vast wealth of knowledge. In addition to the sponsor benefits outlined, sponsors may submit information regarding webinars, presentations, and articles provided they are informational, educational and product neutral (e.g., the product discussed is not unique to only one manufacturer); and if they are open to the public to attend. If an education session is held at a conference that is geared towards one industry segment (e.g., architects in the northeast or specifiers in the southwest) that is fine, but attendance must not be restricted to only one subset. (NWiR would not promote an event that was only open to contractors who had achieved a certain level unless there was an official “women in roofing” session at that conference).

At times, NWiR staff may also share resources that are educational in nature regardless of the sponsoring company or organization. Generally speaking, if a session or article is eligible for continuing education credit and open to the public, then it is also appropriate for dissemination to NWiR members outside of the process outlined for sponsor benefits. The vehicle for dissemination to members will be the NWiR newsletter and social media platforms; content should be provided through the “Submission for Communications” link on the website.

**Restricted Attendance at Events**

It was the vision of the founders that the association be open to all women in the roofing industry, regardless of industry segment, role, or employer. We carry that vision forward today. National and council events may not restrict attendance based on one’s employer.

# Industry Meetings

The NRCA calendar is a good resource for the hundreds of meetings in the roofing industry that are attended by some NWiR members.

Insert common events document here

**Presence at Events, Conferences, and Conventions**

NWIR typically has a presence at the following conferences. Ideally, NWIR will have an education session, a Networking Reception, and a booth at the trade show.

* NWiR Day – day of education from National Women in Roofing
* IRE – International Roofing Expo and NRCA Convention
* IIBEC – Annual convention for roof and building envelope/enclosure consultants
* NERCA – Northeast Roofing Contractors Association Convention
* Roofing Day – fly-in with members of the roofing industry to Washington, D.C.
* WSRCA/WRE – Western Roofing Expo and Western States Roofing Contractors Association Convention
* FRSA – Florida Roofing and Sheet Metal Contractors Association Convention
* Best of Success Conference

Meetings of the NWIR Board of Directors typically occur 2-3 days before the start of the IRE and 1-2 days before the start of the WSRCA Convention.

|  |  |  |  |
| --- | --- | --- | --- |
| **Convention** | **Location** | **Month** | **Website** |
| **NWiR Day** | Dallas, TX | 02-February | [www.nationalwomeninroofing.org](http://www.nationalwomeninroofing.org) |
| **IRE** | Dallas, TX | 02-February | [https://www.theroofingexpo.com](https://www.theroofingexpo.com/) |
| **IIBEC** | Houston, TX | 03-March | <https://iibec.org/> |
| **NERCA** | Atlantic City | 03-March | <https://nerca.org> |
| **D & I Forum****Roofing Day** | Washington DC | 04-April | <https://www.nrca.net/roofingday> |
| **WSRCA** | Las Vegas | 06-June | <http://wsrca.com/> |
| **FRSA** | Kissamee, FL | 07-July | <https://www.floridaroof.com> |

# Other References

National Women in Roofing relies on members and volunteers to uphold their mission. That is why it is so important that we earn our membership’s and industry’s trust through our commitment to ethical principles, transparency, and accountability. National Women in Roofing has many resources on our website that showcase ways that we express and demonstrate the core values of accountability and transparency. The following additional documentation can be obtained by request to the association management through the Contact Us page located on the website.

* Unlawful Harassment
* Bylaws
* Code of Ethics
* Record Retention and Document Destruction
* Travel Reimbursement
* Whistleblower

Other tools for Board members include:

How to schedule a conference call

How to add an event to the national calendar website

Usernames for the backend of the website