

EPWS Operating Procedures

(Last Updated as of November 2007)

1. EPWS Membership

- 1.1. Corporate member organizations should notify the Membership Executive in writing regarding any change of card-holding corporate members or any other internal transfers of the card(s).
- 1.2. Membership shall be by written application to the Membership Executive and should be accompanied by a copy of the applicant's passport. An EPWS application form may be obtained at EPWS events.
- 1.3. The membership year shall be October 1 – September 30. The reduced price membership shall be valid for up to a maximum of 6 months any time from April 1 to September 30.
- 1.4. Past Presidents shall be granted lifetime membership to EPWS, and shall have the right to attend Executive Board Meetings as non-voting members.

2. Executive Board

2.1. General

- 2.1.1. Reporting to the Executive Board shall be one additional committee member position: the Charity Event Coordinator. This position shall be elected each year or may be appointed if needed. This individual shall not be required to attend monthly Board meetings but shall be asked to do so when needed.
- 2.1.2. A brief report summarizing the Executive Board's activities shall be presented by a Board Executive (or designate) at each monthly event and/or in the Newsletter.
- 2.1.3. Any two Board Executives may require the President to convene an extraordinary Executive Board meeting on seven days' notice.

2.2. Responsibilities of the Executive Board

- 2.2.1. In the case of an absence of an Executive from a Board meeting, the Executive shall either give a written report of her activities to the President two days before the meeting, or appoint an informed substitute, who shall have the Executive's proxy vote. In this case, the Executive must inform the President of the substitute's identity in writing two days before the meeting. The substitute should be an Executive Board member or an informed EPWS member. The substitute shall be counted as a member of the Board for the meeting for which she is present, provided the President has received a copy of the written nomination before or at the beginning of the meeting.
- 2.2.2. Board Executives are encouraged to form committees to assist them in the execution of their duties.
- 2.2.3. In the event of an Executive resignation, all other Board Executives shall share an equal responsibility to seek a replacement and fulfill the resigning Board Executive's tasks and responsibilities in the interim period.
- 2.2.4. A Board Executive shall be deemed to have been notified if the President or Administrator sends notice in writing to the fax number, postal address or email address last registered with the President or Administrator..

2.3. Individual Roles of Board Executives

2.3.1. President

The President shall:

- 2.3.1.1. be responsible for exercising general supervision over the affairs of EPWS;
- 2.3.1.2. preside over at least 75% of EPWS events;
- 2.3.1.3. be responsible for the performance of Executive Board Executives and may move to vote out non-performing Executive Board members;
- 2.3.1.4. sending out notices and agenda for Executive Board Meetings, after consultation with other Board members as needed;
- 2.3.1.5. ensure that the Vice President (or as applicable) is fully briefed in her absence;
- 2.3.1.6. represent EPWS in external relations, including liaise with all relevant Chambers and

societies (national and international) in order to promote EPWS and its interests and goals; and

2.3.1.7. coordinate the agenda and any other public/membership notices with the relevant Board member.

2.3.2. Vice President & Event Planning Executive

The Vice President & Event Planning Executive shall:

2.3.2.1. in the absence of the President, perform the duties of the President;

2.3.2.2. co-ordinate a minimum of 10 (ten) monthly events per year, including the Annual General Meeting, and oversee other event coordinators, managing external meetings with events coordinators and attending the events;

2.3.2.3. present a quarterly schedule of events, which shall be agreed upon by the Executive Board;

2.3.2.4. keep all Board Executives updated regarding each event in the month preceding it; and

2.3.2.5. provide information at least one month in advance of each event to the Webmaster, the Administrator and the Market Communications and Membership Executives, so that the said event can be adequately publicized.

2.3.3. Membership Executive

The Membership Executive shall:

2.3.3.1. be responsible for coordinating, maintaining, and expanding the membership base;

2.3.3.2. be responsible for overseeing the design, updating, and distribution of the membership cards within two weeks of each event;

2.3.3.3. update and distribute the membership directory at least once per membership year;

2.3.3.4. plan and conduct membership drives on a bi-annual basis in order to increase membership. Membership drives shall not conflict with the monthly events organized by the Events Executive. Membership drives shall be social events (open to members and their partners/friends) for the purpose of expanding the EPWS membership base;

2.3.3.5. ensure all membership information is regularly updated;

2.3.3.6. be responsible for connecting with relevant businesses interested in providing special benefits for the EPWS membership base.

2.3.3.7. provide Benefits information to Webmaster to post updating as and when required.

publish the membership directory within one month of the membership renewal meeting.

2.3.4. Marketing Communications Executive

The Marketing Communications Executive shall:

2.3.4.1. be responsible for building a positive image of EPWS in the community and beyond, via the media;

2.3.4.2. continuously promote and expand the ideals of EPWS and commitment thereto within the membership;

2.3.4.3. support the President in representing EPWS in external relations;

2.3.4.4. represent EPWS on all occasions where the Society's presence is vital and necessary;

2.3.4.5. act as liaison with other organizations, such as chambers of commerce and regional and international compatible societies in coordination with the EPWS President;

2.3.4.6. assist in planning and implementing the annual charity event and other relevant community events on behalf of EPWS together with the Events Executive and other relevant executives;

2.3.5. Treasurer

The Treasurer shall:

2.3.5.1. be responsible for keeping all funds and collecting all moneys on behalf of EPWS, for keeping account of all financial transactions of EPWS;

2.3.5.2. maintain detailed records for each event in terms of attendance, response, cost, etc. together with the administrator;

2.3.5.3. prepare and present a financial report at each Executive Board meeting and a report on

the year's accounts at the Annual General Meeting.

2.3.5.4. close the yearly account and provide the new Executive Board with a statement of accounts as soon as the year ends and hand over all records to the new Treasurer and President.

2.3.6. Administrator

The Administrator shall:

2.3.6.1. be responsible for effective, timely and smooth communication between the Executive Board and all members and non-members;

2.3.6.2. screening emails and general correspondence received by EPWS;

2.3.6.3. receiving and acknowledging event reservations for all EPWS events and ensuring that event coordinators are kept apprised of the information;

2.3.6.4. distributing the newsletters, event notices and other information of interest to the membership and the Board;

2.3.6.5. liaising with the Webmaster to ensure up-to-date relevant information in relation to the above are posted on the web-site;

2.3.6.6. maintain the current member and non-member databases based on information received from the Membership Executive.

2.3.7. Newsletter Editor

The Newsletter Editor shall:

2.3.7.1. oversee the editing, compiling, and printing of a minimum of ten EPWS newsletters per Board year in the format(s) agreed by the Board;

2.3.7.2. if so directed by the Board, be responsible for actively sourcing paid sponsorship in the form of advertisements for the EPWS newsletter;

2.3.7.3. ensure the newsletter is a timely, professional and reliable source of information regarding all EPWS related information. Shall liaise with any relevant EPWS Board members as appropriate;

2.3.7.4. ensure newsletter coverage of all EPWS events;

2.3.7.5. liaise with the Webmaster and the Administrator to ensure dissemination of newsletter content.

2.3.8. Historian

The Historian shall:

2.3.8.1. keep a record of all potential Constitutional changes voted upon during Board meetings and advise the President and/or Constitutional Revision Committee of these changes prior to the Annual General Meeting.

2.3.8.2. be responsible for distributing Constitutional amendments prior to the Annual General Meeting so that these can be duly voted upon.

2.3.8.3. take and distribute Board Meeting minutes to all board members within one week after the Board meeting is held;

2.3.8.4. ensure a pictorial record of EPWS events is created, used, and archived as appropriate;

2.3.8.5. take and distribute minutes of the Annual General Meeting to members;

2.3.8.6. compile and file each board member's report (as relevant) during board meetings and document for future reference;

2.3.8.7. ensure that outgoing/resigning Board members hand over all files and relevant material to be passed on to their successors;

2.3.8.8. keep all records in relation to EPWS and its events and oversee handover to incoming EPWS Historian at the end of each Board year;

2.3.8.9. collect and organize all relevant files from outgoing Board Executives.

2.3.9. Webmaster

The Webmaster shall:

2.3.9.1. be responsible for the maintenance technical and visual aspects of the EPWS website

2.3.9.2. uploading news and information provided by Historian, Marketing Comms, Events,

Membership Executives etc.

- 2.3.9.3. liaise with historian and Marketing & Communications Executives for information to keep website up to date
- 2.3.9.4. liaise with Admin/Secretary on technical needs and solutions for website operations
- 2.3.9.5. liaise with Service Provider
- 2.3.9.6. update and maintain domain and hosting agreements
- 2.3.9.7. ensure smooth handover at the end of their tenure

2.3.10. Info Services Executive

- 2.3.10.1. Ensure on-time email distribution of EPWS information approved by the board.
- 2.3.10.2. Actively work with the Vice President and the Web Master to compile, edit, and distribute events information. Ensure accuracy of details and the right format.
- 2.3.10.3. Take ownership of EPWS distribution list. Liaise with EPWS Administrative Assistant to update the list periodically.
- 2.3.10.4. Ensure set-up and maintenance of all EPWS email accounts by liaising with service vendor.
- 2.3.10.5. Ensure smooth handover of distribution list when term ends.

2.3.11. Special Event Executive

- 2.3.11.1. Ensure that at least one special event occurs each board year
- 2.3.11.2. Actively seek board input of the theme, format and timing the event
- 2.3.11.3. Plan, organize and oversee all phases of all Special Events
- 2.3.11.4. Coordinate with Marketing Executive to promote the event in all media
- 2.3.11.5. Work with Treasurer to develop event budget. Seek board approval of the budget, manage fund allocation and spending.

3. Election of Executives and Board Transition

- 3.1. The Executive Board Meeting in the month following the elections shall be attended by both old and new Board Executives to enable thorough transition. Departing Board Executives shall not be entitled to vote at any such meetings.
- 3.2. The first event following the Election shall be organized by both the outgoing and incoming Events Executives.