



Vice President's Report

National NOW Board Meeting
Bonnie Grabenhofer, Vice President
September 17, 2016

Vice President's Responsibilities


▶ Program

- Government Relations
- Political
- Ms. President NOW
- Chapter Services
- FYI NOW

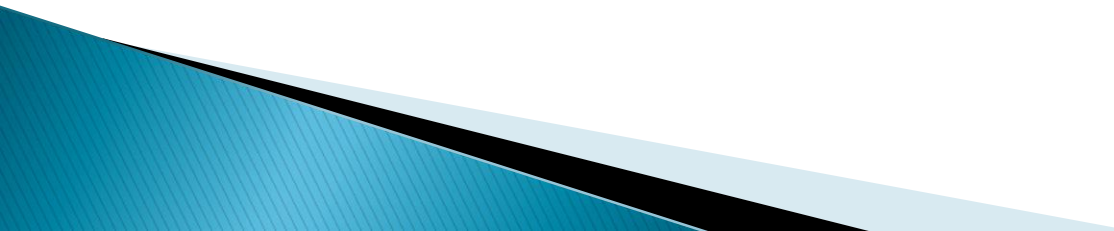
▶ Internal Operations

- Network Administration
- Office Facilities
- Human Resources
- Charitable Registrations

Government Relations

- ▶ With Jan Erickson – work with coalitions & legislators on advocacy
 - ▶ Coalition meetings, briefings, sign-on letters, testimony, etc.
 - ▶ Communicate to members – issue advisories, fact sheets, action alerts, e-blasts, social media
 - ▶ Jan –– most coalition meetings
 - ▶ Bonnie – Judicial/Executive Nominations, Hate Crimes, and LGBTQ meetings.
 - ▶ Pat Reuss – violence against women
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Political Department

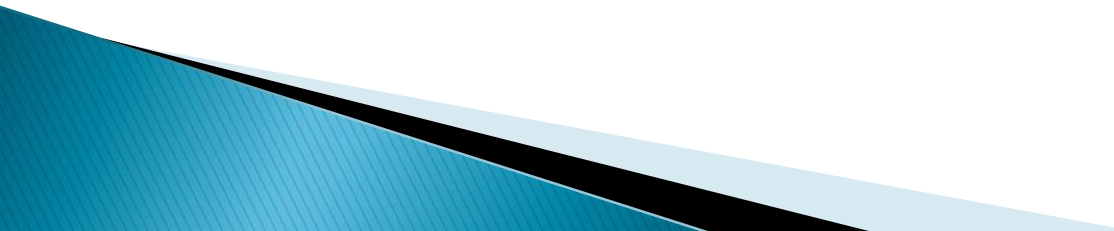
- ▶ With Linda Berg and NOW PAC
 - ▶ Political strategy, federal endorsements, post endorsements & profiles; FEC report
 - ▶ Advise chapters on electoral activities
 - ▶ Administer state grants for NOW activist electoral work in key states
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Ms President NOW

- ▶ Ms. President NOW campaign – project of NOW PAC
- ▶ Encourage grassroots action with volunteers; Gay Bruhn

Chapter Services

- ▶ With Paul Wommack – one day per week
 - ▶ Membership lists (about 12/wk.)
 - ▶ Chapter annual reports
 - ▶ Chapter convening and deconvening
 - ▶ IRS filing; IRS Parent Report
 - ▶ Provide support; answer questions

 - ▶ Grievances
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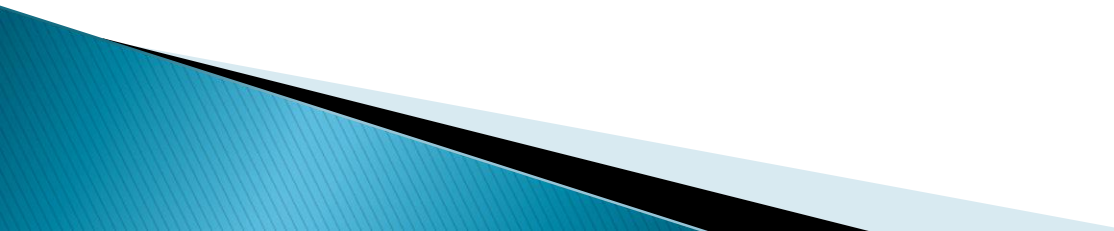
FYI NOW

- ▶ **Email communication** – Several per month; to chapter leaders
- ▶ **Program updates**
 - MsPresidentNOW updates, NOW PAC updates
 - Issue advisories, fact sheets, social media kits, action alerts;
 - Legislative updates; coalition information
- ▶ **Chapter Services information**
 - Program or action info like: equal pay days, Roe v. Wade Day, or Women's Equality Day
 - Reminders to do chapter annual reports, file with IRS, how to request membership lists & NOW rounds
- ▶ **For Example**
 - Aug. 11: NOW Conference, Gala, and Accomplishments; DNC; Annual Reports; Chapter Elections
 - Aug. 26: Women's Equality Day: Events; Issue Advisories regarding equality; and other issue advisories
 - Sept. 13: Native American Women's Equal Pay Day. Action Alerts: Stop TPP & Justice for All Reauthorization

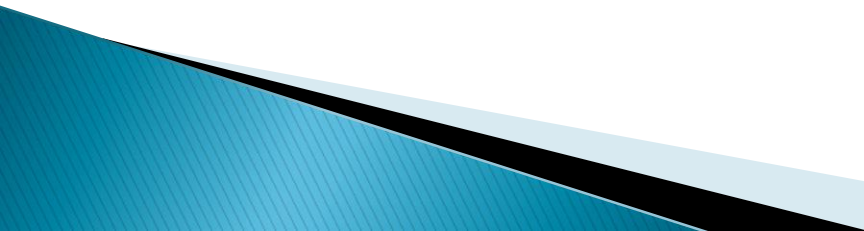
Women's Equality Day Events

- ▶ **Arizona NOW** – keynote speaker Rep. Kyrsten Sinema; town hall discussion with notable participants.
- ▶ **Albuquerque NOW (NM)** – statewide networking, entertainment, education, food & voter registration.
- ▶ **Montgomery County NOW (MD)** – Happy Hour.
- ▶ **Charlottesville NOW (VA)** – reception & presentation of new books to library. Women's Equality Day proclamations from city council & the county!
- ▶ **Fayetteville NOW (NC)** – Celebration with 3 speakers from NOW.
- ▶ **Palm Beach County NOW (FL)** – great program!

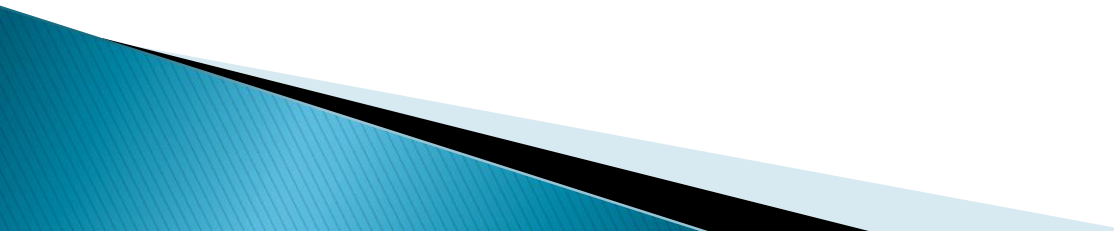
Internal Operations

- ▶ Network Administration
 - ▶ Office Facilities
 - ▶ Human Resources
 - ▶ Charitable Registrations
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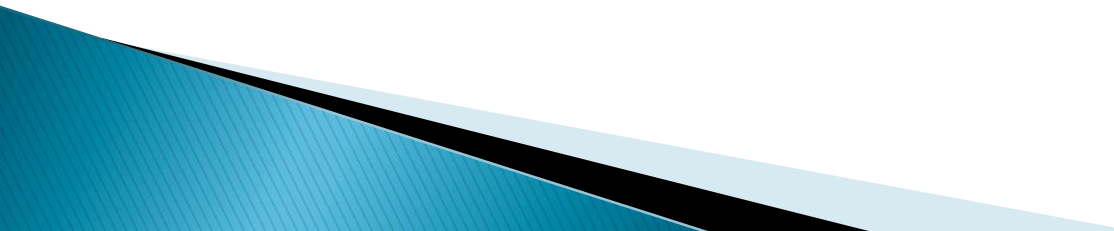
Network Administration

- ▶ With Paul Wommack
 - ▶ Set up & maintain server, computer equipment, internet, telephone, email, & webinar service.
 - ▶ Annually: 3–5 year computer upgrade plan; for audit – addition/disposal of fixed assets.
 - ▶ Runs reports, sends email blasts, posts documents/information on website for program team; provides computer, webinar, other user & technical support.
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Office Facilities

- ▶ Lease & maintenance/service issues
 - ▶ Subtenants
 - ▶ Copier contract and maintenance
 - ▶ Office supplies
 - ▶ Security
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Human Resources

- ▶ Enroll employees / make changes to payroll information
 - ▶ Update insurance contracts; enroll, change, and terminate employees
 - ▶ Update / communicate benefit information
 - ▶ Provide audit information
 - ▶ Do workers' comp insurance audit
 - ▶ Handle reference requests
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Charitable Registrations

- ▶ NOW Inc. and NOW Foundation
 - ▶ Annual registrations
 - ▶ Most states & several cities
 - ▶ Vendor
 - ▶ Some states require registered agent
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