

Woman's Way RED LODGE

OFFICER AND BOARD COUNCIL DESCRIPTIONS

ELIGIBILITY: Board Members must be current WWRL Lodge Sisters and have some leadership experience. The nature and complexity of the work we are called to during these foundational years makes familiarity with our community and previous participation as Red Lodge Council Members and/or in Long Dance leadership roles helpful as we share common language, values, and decision-making experience. And, we are open to welcoming new Lodge Sisters with leadership experience into Red Lodge leadership roles. The Women's Leadership Fund is available to help women who wish to step in to service become Lodge Sisters as needed.

COMMITMENT of a WWRL Board Member is to participate in board conference calls (monthly and as needed) and attend four annual in-person meetings: January and September board retreats and two annual membership meetings (spring and fall Red Lodge Wisdom Councils), one of which is the WWRL Annual Meeting. The membership meetings are folded into two of our four Medicine Wheel Gatherings. Board presence at all four Medicine Wheel Gatherings is encouraged. Familiarity and comfort (or willingness to become so) with email correspondence, uploading and downloading files, and communicating via conference calls is helpful. Board members represent Red Lodge to their families, friends, communities and business/work colleagues. Advocacy, networking and outreach are important Board Member roles.

CHAIR holds the bowl or container of Red Lodge. She offers collaborative and empowering leadership to call forth and articulate the unfolding long-range vision, develop the year's objectives and work plan, and facilitate transparent communication within the Board and with the WWRL community.

Duties:

- Call and facilitate (or delegate) monthly Board meetings, biannual Board retreats, and other special Board-related meetings
- Call and facilitate (or delegate) at least 2 annual Red Lodge Wisdom Councils for member input and involvement
- Develop Board meeting, retreat, and Wisdom Council agendas and solicit information and participation from Officers and Council Chairs to assure that the business and activities of Red Lodge are on track with the annual plan and in accord with the vision, mission, purpose, and core values of WWRL
- Coordinate internal communication advising, empowering, and acting as a resource for Council Chairs and other Officers
- Coordinate development of strategic planning (annual and long-range) and provide leadership in monitoring, reviewing, adjusting, and carrying out organizational goals
- Collaborate with Treasurer and Council Chairs to create draft annual budget. Work w/ Treasurer to assure compliance, good reporting practices, and clear, transparent financial record keeping and communication
- Collaborate with Board Councils and other officers on membership and fundraising matters
- Collaborate with Board Councils and other officers on communication matters.
- Collaborate with Board Councils and other officers on program development and production
- Collaborate with Board Councils and other officers to develop effective, Woman's Way-centered communication within Red Lodge, the Board, and the Councils
- Attend, support, and assist with Red Lodge gatherings, programs and workshops whenever possible
- Click here for Board Member [COMMITMENT](#).

VICE-CHAIR works in partnership with the Chair to hold the bowl of Red Lodge. She offers collaborative and empowering leadership to call up and articulate the unfolding vision, develop and update the year's work plan, and facilitate inter-council communication. The Vice-Chair role offers a wonderful opportunity to gain an overview of organizational dynamics and be mentored in and hone leadership skills through hands-on practice. Vice-Chair is encouraged to prepare for leadership transition to the Chair position when it becomes open.

Duties:

- Attend and assist with facilitation for monthly Board meetings, biannual Board retreats, and other special Board-related meetings
- Attend and assist with facilitation for at least 2 annual Red Lodge Wisdom Councils for member input and involvement
- Assist in developing Board meeting, retreat, and Wisdom Council agendas and solicit information and participation from Officers and Council Chairs to assure that the business and activities of Red Lodge are on track with the annual plan and in accord with the vision, mission, purpose, and core values of WWRL
- Assist in coordinating internal communication to advise, empower and act as a resource for Council Chairs and other Officers
- Collaborate with Board Councils and other Officers on membership and fundraising matters
- Collaborate with Board Councils and other Officers on communication matters
- Collaborate with Board Councils and other Officers on program development and production
- Collaborate with Board Councils and other Officers to develop effective, Woman's Way-centered communication within Red Lodge, the Board, and the Councils
- Attend, support, and assist with Red Lodge gatherings, programs and workshops whenever possible
- Click here for Board Member [COMMITMENT](#).

TREASURER assures the organization's financial functions are conducted in consistent, legally accountable, best practices standards and to keep the organization's financial records.

Duties:

- Attend monthly Board meetings, biannual retreats, and other Board-related meetings and provide financial reports
- Attend 2 annual Red Lodge Wisdom Councils and provide financial reports
- Handle bank account, receipts, disbursements, etc.
- Collaborate with Officers and Board Councils to create draft annual budget for review by board
- Collaborate on membership process with Assistant Secretary and Webweaver
- Collaborate with Secretary to assure that reports, licensing renewals, taxes, etc are filed in a timely manner
- Attend, support, and assist with Red Lodge gatherings, programs and workshops whenever possible
- Click here for Board Member [COMMITMENT](#).

SECRETARY insures WWRL's meeting records are taken, distributed and maintained in official organization records. Oversee the development and updating of archives and the maintenance of organizational key documents.

Duties:

- Attend monthly Board meetings, biannual retreats and other special Board-related meetings
- Attend 2 annual Red Lodge Wisdom Councils
- Take and distribute all Red Lodge Wisdom Council and Board meeting minutes
- Maintain permanent record of all Board and Council meeting minutes.
- Host WWRL yahoo site and keep yahoo website archives.
- Maintain WWRL documents such as: Bylaws, Articles of Incorporation, contracts and other key paper documents
- Maintain records of Board Member's terms in office and volunteer hours
- Coordinate with Council Chairs to assure proper management of Council records/minutes
- Receive and coordinate as appropriate WWRL correspondence
- Create/update filing system for records and archives.
- Collaborate with Treasurer to assure that reports, licensing renewals, taxes, etc are filed in a timely manner
- Coordinate with Assistant Secretary on matters pertaining to mailing lists, member communications and other items as needed
- Attend, support, and assist with Red Lodge gatherings, programs and workshops whenever possible
- Click here for Board Member [COMMITMENT](#).

ABUNDANCE COUNCIL (5-7 members + Chair) focuses on sustainability and enoughness — promoting awareness and taking actions to demonstrate that we have enough resources within our community and within our world to thrive. AC supports the wise generation, use and renewal of resources throughout Red Lodge. Abundance Council holds the value of right livelihood for Red Lodge. This includes how we raise funds to support Red Lodge; how we encourage members' participation to sustain our organization; how we align with earth-caring values as we generate, market and distribute programs, products and services; how we pool and conserve natural resources and promote sustainable practices at Red Lodge gatherings; and how we encourage and support right livelihood among our members.

While holding the bowl for our fundamental commitment to be good stewards, Abundance Council members practice thinking outside the box. Practical ideas generated by this Council guide Red Lodge to align with the global imperative to get grounded in sustainable practices. Conscious of the abundant web of connection that nurtures the whole, council members reach out to connect people with available resources. Diverse talents are welcome on this council, including being a natural networker, having the passion and compassion to see members' gifts and call them out, willingness to ask questions and learn, being good at implementing goals to get tangible results, and the ability to find joy and satisfaction in taking small steps towards big goals.

RESPONSIBILITIES OF THE ABUNDANCE COUNCIL CHAIR:

- To participate on the WWRL Board as a liaison for the Abundance Council (AC); to be a resource for sustainability and right livelihood within Red Lodge and beyond; and to take an active role in discussion and decision-making for the overall well-being of the organization. To support and attend Red Lodge programs and events whenever possible. (Click here for Board Member [COMMITMENT](#).)
 - To provide AC reports at Board meetings and retreats and at Wisdom Councils
 - To join with AC members to set priorities for the year and to review/update the plan as needed.
- Abundance Council responsibilities include:
- Fundraising, including grant writing
 - Management of the Women's Leadership Fund
 - Membership development
 - Encouraging and supporting right livelihood for Red Lodge members as we generate, market and distribute Red Lodge events, programs, products and services
 - Promoting sustainable practices within Red Lodge
 - Coordinating and collaborating with all Board Councils on sustainable practices
- To offer leadership and guidance to AC members and the Board as we develop effective ways to connect and network with individuals, groups, and organizations from the place of gratitude, generosity and enoughness.
 - To oversee the portion of the WWRL budget that relates to AC activity, work with the Treasurer to prepare the following year's AC budget and finalize the current year's figures.
 - To facilitate in-person and/or conference call meetings of AC and see that informal reports are kept and posted to the WWRL Yahoo website.
 - To work with AC members to prepare a year-end evaluation of AC activities and to recommend goals and priorities for the next year.
 - To co-ordinate and collaborate with all Board Councils on sustainable practices.

COMMUNICATIONS COUNCIL (3-5 members + Chair) fosters good communication both within the community and beyond. CC assists the Board and all Board Councils with disseminating information to the Red Lodge community and promoting and marketing Red Lodge programs, publications, products, member outreach and fundraising drives to the larger world. CC works to address and create image, branding, and graphics in accordance with the vision, mission, purpose and core values of Red Lodge. The Council is responsible for developing and managing the wwrl website including the interactive monthly calendar, publication of eNews and the Monthlies, and maintaining the organization's database. This Council is the structural foundation that supports the interweaving of our way of being together and stepping into our passion, power and heart.

Communications Council is about connection and learning how to reach out to those around you as we serve Red Lodge and beyond. Members strive to expand the willingness to learn, ask questions, and be present; to explore creativity; to nurture deep connections within Red Lodge; and to collaborate on ideas and problem solving. Computer use is required as it is helpful to be proficient with MS Word and email including attachments. It is helpful to have some familiarity with Excel, PowerPoint, and Access, and a willingness to learn how to use and work with the web. Basic writing and design skills are also very handy.

RESPONSIBILITIES OF THE COMMUNICATIONS COUNCIL CHAIR:

- To participate on the WWRL Board as a liaison for the Communications Council (CC); to be a resource for communications, marketing and publicity within Red Lodge and beyond; and to take an active role in discussion and decision-making for the overall well-being of the organization. To support and attend Red Lodge programs and events whenever possible. (Click here for Board Member [COMMITMENT](#).)
- To provide CC reports at Board meetings and retreats and at Wisdom Councils
- To join with Communications Council members to set priorities for the year, and to review/update the plan as needed. CC responsibilities include website development, management and maintenance including the interactive monthly calendar, publication of eNews and the Monthlies, branding and graphics, marketing and promotions, and coordinating database management with Assistant Secretary and Treasurer.

- To develop software standards and practices to guide document creation and revisions; to interface with web service providers and online payment systems; to seek information and assist Red Lodge with keeping abreast of innovations in privacy policies, web technology, domain and other relevant legal issues.
- To oversee the portion of the WWRL budget that relates to CC activity, work with the Treasurer to prepare the following year's CC budget and finalize the current year's figures.
- To facilitate in-person and/or conference call meetings of CC and see that informal reports are kept and posted to the WWRL Yahoo website.
- To work with CC members to prepare a year-end evaluation of CC activities and to recommend goals and priorities for the next year.
- To co-ordinate and collaborate with all Board Councils on communications needs and timelines.

CONFLICT EVOLUTION COUNCIL (up to 9 members + Chair) promotes the awareness that conflict is an opportunity. CEC values conflict as an avenue to support the growth, connectedness and health of individuals, relationships and the Red Lodge community as a whole. The Council's role is to nurture this awareness throughout Red Lodge, practicing at both the individual/personal and the organizational/structural levels. The Council develops materials and facilitates opportunities to share this model within Red Lodge. CEC is on-call to assist in tending and building sustainable relationships within Red Lodge. Council members are available for one-on-one conversations, to be a compassionate witness at difficult meetings, and/or to create a safe, heart-centered environment where hurt feelings or disagreements can be addressed through a peer Listening Council (Click here to read "[About Listening Councils](#)" from March 07 eNews.)

Council members pool wisdom gained from their experiences within the Red Lodge community, share training opportunities, and network with professionals in related fields. Previous training in Non-Violent Communication, Compassionate Listening, Paradox Management, and/or Mediation is welcomed. This council also seeks out new communication skills to share with the community at Medicine Wheel Gatherings or in special workshops.

RESPONSIBILITIES OF THE CONFLICT EVOLUTION CHAIR:

- To participate on the WWRL Board as a liaison for the Conflict Evolution Council (CEC), to be a resource for communication skills and conflict evolution and to take an active role in discussion and decision-making for the overall well-being of the organization. To support and attend Red Lodge programs and events whenever possible. (Click here for Board Member [COMMITMENT](#).)
- To join with Conflict Evolution Council members to set priorities for the year, and to review/update the plan as needed. CEC activities may include trainings, workshops, and/or activities facilitated by CEC at Red Lodge gatherings. These may also include development of written materials, manuals, and/or how-to templates for use within the organization. CEC may also schedule training opportunities for its members.
- To provide CEC reports at Board meetings and retreats and at Wisdom Councils
- To oversee the portion of the WWRL budget that relates to CEC activity, work with the Treasurer to prepare the following year's CEC budget and finalize the current year's figures.
- To facilitate in-person and/or conference call meetings of CEC and see that informal reports are kept and posted to the WWRL Yahoo website.
- To work with CEC members to prepare a year-end evaluation of CEC activities and to recommend goals and priorities for the next year.
- To co-ordinate and collaborate with other Board Councils for overlapping projects.

PROGRAM COUNCIL (7-9 members + Chair) The work of the Program Council brings the dream to ground. As the primary vehicle for sharing our ways out into the world, the Council develops and produces programs. The Program Council may create programs itself and works to help Red Lodge members manifest their dreams and visions in accordance with Red Lodge short and long-term program goals. The Program Council takes the lead in developing the annual calendar of Red Lodge activities. Program Council members work with other volunteers to produce Red Lodge programs, solicit and encourage facilitators to offer Red Lodge-sponsored workshops, and encourage Red Lodge members' interactive use of the Red Lodge web calendar. As Red Lodge programs evolve, this Council works to set and maintain standards of quality that are consistent with the vision, mission, purpose and core values of Woman's Way Red Lodge.

Program Council is an inspiring, fun, and important place to invest energy. It calls for creative minds, imagination, collaborative energies, and the manifestation of concrete results. Any Red Lodge member who has willingness, time, enthusiasm, and the ability to follow through with commitments will be an asset to this work. It involves creativity and collaboration with huge potential for leaning into intimacy, growing relationships, and learning skills as well as the satisfaction and reward of being part of the circle and contributing to making our dream real.

RESPONSIBILITIES OF THE PROGRAM COUNCIL CHAIR

- To participate on the WWRL Board as a liaison for the Program Council (PC); to be a resource for program and event development, planning, and production for Red Lodge; and to take an active role in discussion and decision-making for the overall well-being of the organization. To support and attend Red Lodge programs and events whenever possible. (Click here for Board Member [COMMITMENT](#).)
- To join with Program Council members to set priorities for the year, and to review/update the plan as needed. PC responsibilities include to empower and collaborate with Red Lodge members to develop goals, timelines, budgets, and women-power to produce Red Lodge gatherings and workshops, to solicit and encourage facilitators of programs that align with Red Lodge vision to offer Red Lodge-sponsored programs, and to encourage Red Lodge members' interactive use of the Red Lodge web calendar
- To provide PC reports at Board meetings and retreats and at Wisdom Councils
- To take the lead with development of the annual calendar of Red Lodge activities
- To oversee the portion of the WWRL budget that relates to PC activity, work with the Treasurer to prepare the following year's PC budget and finalize the current year's figures
- To work with PC members to coordinate contracts and other paperwork with facilitators and leaders of Red Lodge produced and sponsored programs and to oversee individual program budgets and provide information to treasurer as required
- To facilitate in-person and/or conference call meetings of PC, and see that informal reports are kept and posted to the WWRL Yahoo website.
- To work with PC members to prepare a year-end evaluation of PC activities and to recommend goals and priorities for the next year.
- To help coordinate publicity and promotion of Red Lodge programs and collaborate with all Board Councils on communications needs and timelines

AD-HOC BOARD POSITIONS: Elder Council Chair and Long Dance Representative are ad-hoc representatives to the WWRL Board. They are encouraged to participate fully in Board Meetings and retreats and to attend and support Red Lodge gatherings and programs when possible. As ad-hoc members of the Board, these women are not part of the required quorum and do not engage in the heart consensus process for official Board business. Ad-hoc Board representatives are either appointed by the Board or chosen by the members of the ad-hoc Council.

ELDER COUNCIL (3–5 members + Chair) is open to all crones in the Red Lodge community, and whoever shows for a meeting is heartily welcomed! The Elder Council helps weave our community together. Its purpose is to call out and honor the wisdom of our elders in Red Lodge, support the Crones of our community, and encourage their diverse ways of leadership. The Chair is selected by Elder Council members to act as liaison between Crones and the Board.

LONG DANCE REPRESENTATIVE is appointed by the facilitators of the annual Long Dance. She is responsible for informing the board of Long Dance plans and financial needs each year that WWLD is held. She acts as liaison between the Long Dance community and the Red Lodge organization to nourish the connection between the root and the seed.

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ASSISTANT SECRETARY maintains the Red Lodge membership database and coordinates with the Treasurer, Webweaver, and Greeter to welcome new members and encourage membership renewals. She sends special Red Lodge bulletins and email communications and coordinates with officers, council chairs and ad hoc members of the Board on communications and member records as needed. Assistant Secretary is not a WWRL Board position.

RESOURCES: To learn more about leadership opportunities and to gain an overall perspective, the following links will take you to information posted on our website: www.wwrl.org

- [Renewing Leadership in 2009](#)
- [Open 2009 Board Positions and Responsibilities](#)
- [Joining Red Lodge Councils](#)
- [WWRL Organizational Structure](#)
- [Vision, Mission, Purpose](#)
- [15 Principles](#)
- [Leadership in Red Lodge](#)
- [Meeting Structure/Decision Making](#)
- [WWRL By-laws](#)
- [Herstory and Welcome Packet](#)