

# Wornum Connection Platform



## Wornum Connection Committee

Version 2

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**Background**

At the 2019 Reunion, an initial idea was presented to create email addresses that each chapter can use in order to keep a consistent contact address for all family members to use year to year. From that idea, spawned another to create a website where information regarding reunions and family businesses could be housed.

Since the reunion, through organic conversations amongst family members, we discovered that we could go beyond simply creating a website and email addresses, and instead create a platform that can be used in various ways for family members to connect outside of the bi-annual reunions. From that revelation, this committee was formed so that the platform could be a reality.

**Purpose and Vision**

This new initiative is geared to unite Wornums worldwide. At the 2019 Reunion, this idea to build an online space that can be used to assist chapters, promote businesses, and overall assist with communication and organization was introduced and embraced. At that time, we were given the green light to make this vision come to light.

“For us, by us”, is the motto that we would like to use to introduce this new platform. As a family, we value connecting with one another, cultivating our family history, and overall contributing to the Wornum family legacy. These values are highlighted on the website to further aid us in continuing to strengthen our family ties.

On this website, family members will be able to foster personal and business relationships, learn about local family events and reunions, view family photos, submit information for the purpose of updating or correcting the family tree, purchase merchandise, and lastly will be informed of family accomplishments and announcements through the newsletter.

**Wornum Connection Committee Roles and Responsibilities**

The Wornum Connection Committee (WCC) will comprise of individuals that will hold positions and will work together to promote and build the platform. The role of the Wornum Connection Committee is as follows:

- Establish the mission, goals and policies of the overall committee
- Develop a long-range plan for the platform
- Define our strategy and a time frame for achievement of our goals.
- Ensure the long-term financial stability and strength of the platform, develop and maintain sources of income to provide for to continue the initiative
- Maintain the integrity, independence, and ideals of the committee; do not allow individuals or organizations to compromise these principles.
- Exercise management oversight of the operations, approve annual budgets, review operating and financial results, audit for compliance with internal policies and external requirements, review status of goals and performance.

The positions within the Wornum Connection Committee are as follows: President, Vice President, Chapter Liaison, Subcommittee Liaison, Operations Manager, Finance Manager, and Secretary.

#### President

- Serve as chairman of the executive committee.
- Preside over Wornum Connection Committee meetings.
- Be the officer to whom the subcommittee leaders report to.
- Primary spokesperson for the committee.
- Serve as an ex-officio member of all other committees.
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#### Vice President

- Advise the President on committee decisions and provide additional guidance.
- Perform functions delegated to the Vice President by the President.
- Perform the duties of the president when the president is unavailable.
- Serve as an ex-officio member of all other committees.

#### Chapter Liaison

- Serves as a liaison between the Wornum Connection Committee and all Wornum Chapters.
- Coordinate meetings with Wornum Connection Committee and Wornum Chapters.
- Ensure that the Wornum Connection Committee is sufficiently supporting all Wornum Chapters.
- Communicates any questions and/or concerns between the Wornum Connection Committee and all Wornum Chapters and works to find resolution.

### Subcommittee Liaison

- Serves as a liaison between the Wornum Connection committee and the Sub-committees.
- Ensures that all subcommittees are in compliance with the needs of the committee.
- Ensures that the committee is supporting the subcommittees and satisfying any needs.
- Communicates any questions and/or concerns between the Wornum Connection Committee and all sub-committees and works to find resolution.

### Operations Manager

- Enhance the operational procedures, systems and principles in the areas of information flow and management, committee processes, and continuously expand systems.
- Responsible for the effective management of productivity and quality control.
- Responsible for implementing policies, procedures and systems.
- Communicate all operating policies and/or issues at committee meetings.
- Serve as a committee representative on regulatory issues.

### Finance Manager

- Maintain financial records, financial planning, budgeting, and reporting.
- Maintain control over the receipt and disbursement of the committee's funds.
- Safeguard the assets of the organization.

### Secretary

- Record meeting minutes and create meeting agendas for future meetings.
- Ensure that all subcommittee chairs are uploading meeting minutes and agendas.
- Give notice of meetings and distribute minutes and other documents as needed.

## **Sub-Committee Roles and Responsibilities**

The sub-committees will include leaders and members who will create and build areas of the platform. The sub-committees are as follows: Marketing and Communications, Merchandise, Mentorship and Scholarship, Business Networking and Family History. Each sub-committee will have an elected leader and a minimum of three sub-committee members.

### **Marketing and Communications**

- Cultivate and build the Wornum family brand.
- Create content that is both informative and visually appealing for the online platform.
- Update the website with content from sub-committees, chapters and family members.
- Create quarterly newsletters, which highlight the following: local events, reunion information and updates, and life events (births, deaths, accomplishments, prayers).
- Manage email addresses and social media platforms and respond to messages.

### **Merchandise**

- Create Wornum family merchandise that will be available for purchase.
- The profits of the sales will support the costs associated with the platform and charitable contributions needed for the scholarship sector of the platform.

### **Mentorship and Scholarship**

- The Mentorship program will work to pair knowledgeable individuals with individuals seeking guidance in a certain area of their professional life.
- The Scholarship program will work to provide individuals with financial support to pursue their personal or professional goals.

### **Business Networking**

- Create and upkeep the Business Networking portal, a database of family run businesses.
- Provide resources for individuals to learn more about starting and growing a business.

### **Family History**

- Reporting historical family facts and stories.
- Manage the family tree by updating and correcting the family tree.

## **Committee Rules, Regulations and the Voting Process**

The voting process will comprise of votes that come from the Wornum Connection Committee (including sub-committees) and from each Wornum Chapter. Each committee/chapter will be allowed 1 vote per position. The Chapter presidents are responsible for submitting their votes to the Wornum Connection Committee. The Wornum Connection Committee will submit 1 vote per positions as well.

In order to qualify for a position in the Wornum Connection Committee or as a Sub-committee leader, one must be at least 18 years of age. Sub-committee members are not elected but simply sign up and must be at least 16 years of age.

Application Questions for leadership positions will be as follows:

1. What experience do you have with leadership?
2. What experience do you have in this field?
3. Please express your motivation to participate, learn and grow in this field.
4. What creative idea(s) do you have to bring to the committee and/or subcommittee?

Deadlines for the applicants and vote submissions are as follows:

- May 1st: The candidates must submit their completed application to the WCC.
- June 1st: All the completed applications will be available for voters to view.
- July (at the Reunion): Voting will ensue, and positions will be solidified.
- August 1st: Newly elected position holders will take office.

Regarding the term length, committee members must make a commitment of two years from August to July. If a leader or member needs to leave their post due to unforeseen circumstances, we ask that a 30-day notice be given.

To regulate the progress, productivity and structure of the committees, all committees must have weekly meetings during the developmental stage of the committee or sub-committee. After the skeleton of the committee or sub-committee is formed, committees should have scheduled meetings at least two times a month. All meeting minutes and agendas must be uploaded to the appropriate folder on the shared drive.