

**BY LAWS, POLICIES AND PROCEDURES  
BY MAVIS GRANT, WESTERN CANADA REGIONAL FIELD REP**

**Bylaws, Policies and Procedures**

- Do you have bylaws, policies and procedures?
- What's in your by-laws?
- What are your Club annual fees?
- How are they distributed?

**Policy re covering costs for Conferences**

- Do you cover some of the costs for your President or designate to attend conferences?
  - - why it is important for your President to attend
  - - if can't cover 100% of the costs, members to decide on an appropriate amount.
  - - written report to be presented at next club meeting by conference attendee

**Updating Documents**

- How often do you review and update your bylaws, policies and procedures
- Other documents to keep updated:
  - - Standing Rules
  - - Application for club membership
  - - Journey guides – can get current version online FFI website
- There are many documents available on the FFI website
  - go online and check them out



**NEW MEMBER ORIENTATION WORKSHOP  
BY JUDITH SINGLE, PRESIDENT FRIENDSHIP FORCE PENTICTON – OKANAGAN**

**Importance of Orientation**

- Meetings can be confusing to a new member or guest
- There is a lot of FF terminology that is unfamiliar to a new member
- Assists in getting new members involved quickly if they understand what the Club and FF is all about.

**Different ways of presenting an orientation**

- A one hour workshop, very elaborate, covering everything.
- A 20 minute workshop, briefly covering the high points

- New member one-on-one casual coffee date, or perhaps 2 or 3 new members
- An educational session at a club meeting involving all members, new and longtime
- Appointing a “mentor” to a new member for a period of time works great
- Have handouts for the new members to take with them

### **What to cover in a Member Orientation**

- Roles of the executive and various committees
- Overview of bylaws, policies and procedures of the club
- Overview of Journeys and what’s involved in organizing a Journey
- The importance of attending meetings, becoming involved and participating in the club events
- If internet is available, go through the FFI website (and Canffex for Canadians)
- Present the Friendship Force promotional video found on the FFI website
- I can’t stress enough that guidelines for all of this are available to you on the FFI website.

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**JOURNEY CO – ORDINATOR TRAINING  
BY JUDI SMITH, PACIFIC NORTHWEST/NORTHERN ROCKIES  
REGIONAL FIELD REPRESENTATIVE**

### **Ambassador Co-Ordinator**

- Reviewing Ambassador duties – gifts, dinner out, tank of gas, being on time
- Reviewing country visited – 3<sup>rd</sup> world, facilities (water shortage, toilets, etc.)
- Who sets up travel? Extra traveling after or before – who is responsible?
- What about Ambassadors from other areas – what are the rules?
- What about “naughty” Ambassadors – what to do.

### **Host Co-Ordinator**

- What is expected of hosts - clean home, decent food
- Set up activities – notify ambassador co-ordinator of fees, checking first that Ambassadors want to pay for activities that require extra fees
- Work with Ambassador co-ordinator or Regional Support Manager, especially in case of multiple city Journeys