



Linked in Friendship, Connected in Service
Central Area

The **HEART** *of Linkdom*

Linking to Empower Leadership

Presidents' Chat

May 3, 2023

Monica B. Allen, Central Area Director

Agenda

- Linkspiration
- Vice Area Director
- Area Secretary

Link Sheila
Link Sheila
Link Lauren

- Treasurer Link Terry
- Operations Link Darla
- New Presidents' Orientation Link Monica



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Linkspiration



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Vice Area Director Report



Link Sheila R. Brown

Lake Shore (IL) Chapter

Online Transfer Portal

- Launched May 1st , 2023 @ 10pm EDT
- Resource guidance located in the document section
Membership – membership online tools folder
- Transfers timeline- May 1st to December 1st

Candidate Induction

- May 1 - June 30
- Dues and Fees are to be received **35 days** prior to Induction

My Sister's Keeper

Each chapter's nominee should exhibit the following characteristics of friendship:

1. She always puts friendship first.
2. She is the first to greet you with a cheery smile.
3. She can always be counted on to raise the spirits at your Chapter meeting or event.
4. She is genuinely concerned about her sisters.
5. She is an encourager who sees the glass as half full.

Please submit the name of this friendly sister, along with a short story of 100 words or less and a headshot by **May 26.**

I look forward to honoring 72 sisters at the Friendship Luncheon.



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Secretary Report



Link Lauren Hicks Barton

Oakland County (MI) Chapter

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Linking to Empower Communities

Chapters Needing to Verify Necrology

- Charleston-Institute (WV)
- Dayton (OH)
- Greater Kansas City (MO)
- Great Lakes (MI)
- Greater Wayne County (MI)
- Greater Twin Cities (MN)
- Huntington (WV)
- Kalamazoo (MI)
- Lake Shore (IL)
- Lansing/East Lansing (MI)
- Memphis (TN)
- Renaissance (MI)
- Shelby County (TN)
- South Suburban (IL)
- Tri-City (MI)
- Tri-County (IL)



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Treasurer Report



Link Terry Gardner-Smith

Cream City (WI) Chapter

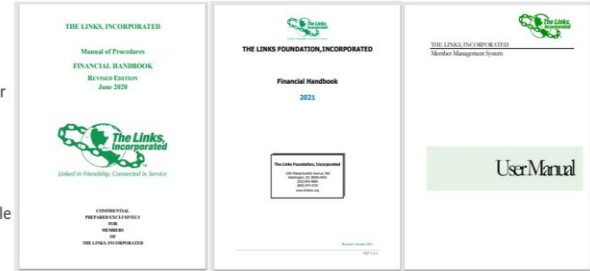
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Linking to Empower Communities

TREASURER REPORT

MAY	MAY 1	11:59pm Deadline for submission of member dues, with late fee.
		Fiscal Year begins.
Chapters should begin to prepare IRS Form 990 for tax reporting and to documentation needed for Internal Audits (with the Internal Audit Certification Form) and, if required, External Audits.		
JUN	JUN 1	Deadline for transition of bank accounts to newly elected officers.
	JUN 30	Complete the collection of all documentation required for the Internal Audit and the determination if a Financial Review is required or if an External Audit will be required and to allow sufficient time for the External Audit to be completed by September 15.
AUG	AUG 1	IMIS System on the National website available for submission of required fiscal documentation and payment of Bonding Insurance by the due date of September 15th.

Our Governing Documents



The Manual of Procedures along with these governing documents and your chapter bylaws are important documents for Financial Officers and Finance Committees. All are available in the Links portal, in the “Documents” section (except Chapter Bylaws).

Begin Preparation of Sept 15, 2023 Submissions

- Ensure name of your Audit Chair is entered in the Links portal to enable submission of your chapter’s *Internal Audit Report*.
- Select 3-5 active members to serve on the Audit Committee (pg 6 of Finance Handbook)
- Internal Audit Report completion required of all chapters. \$500 associated fine for late filing

The HeART of Operations

Continuing the Journey
to Excellence in Operations





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Operations Update:

link Darla Ball

Operations Chair

Columbus (OH) Chapter

darlakball@aol.com

CHAPTER OPERATIONS CHAIRS:

- Welcome Link Octavia Matthews, Chapter Operations Chair – South Suburban Chicago
- Smooth Operations Transition Essentials – Sunday, April 23rd – presentation was sent
- MISSING LINK IN THE CHAIN:
 - Consider adding the Operations Chair position to your executive committee (35% of CA has)
 - Streamlines the Ops Area
 - Allows for a more efficient and effective reporting structure
 - Elevates the importance, purpose and visibility of the Ops Area
 - Ensures the Ops Area more responsive to changing conditions
 - Additional opportunity for leadership
 - Maintains focus on area and national organizational priorities



Protocol Pearls for May 2023

UNINTERRUPTED WHITE IS REQUIRED FOR THE FOLLOWING:

- * Memorial Services
- * Charter of New Chapters and Induction of New Members
- * Induction of Honorary Members
- * Induction of New Members

Only Links who are properly attired are allowed to participate in rituals where uninterrupted white is required

UNINTERRUPTED WHITE IS NOT REQUIRED FOR THE FOLLOWING:

- * Opening Ceremony for National Assembly or Area Conference
- * Closing Ceremony and Candlelight Service
- * Installation of Officers
- * Chapter Anniversary Ceremony
- * Rededication Ceremony
- * Founders' Day Ceremony of Friendship
- * Alumna Ceremony
- * Friendship Ceremony
- * White Rose Ceremony

Protocol Pearls for May 2023, cont.

Links Attire for Ceremonies

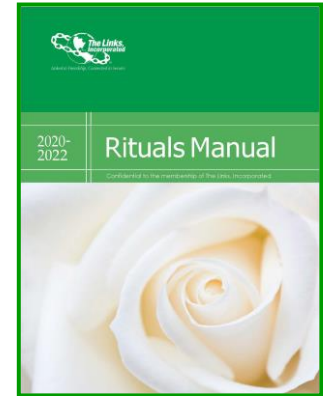
- **Uninterrupted White (Not beige, not off-white, not eggshell)**

- All White Attire, including Footwear and Headgear
- ALL white dresses, pants, and suits. No gold or silver buttons
- No exposed gold or silver zippers. ALL white shoes (open-toe acceptable)
- NO colored heels/straps (gold, silver, etc.) NO flip flops or beach wear
- ALL white accessories (pearls, purse, headgear)
- Hosiery - It's OPTIONAL (If you wear hose, they MUST be white or nude)
- Jewelry - **You CAN wear the "Official Links Pin"**
- NO silver or gold jewelry, bracelets, medallions (even the "Links" medallion/necklaces)
- NO other non-official Links pins
- NO embellishments that interfere with the concept of uninterrupted white



Rituals Conducted at the Chapter Level

- Ceremony of Friendship
- Founders' Day Ceremony
- Rededication Ceremony
- **Installation of Officers**
- **Ceremony for the Induction of New Members**
- **Ceremony to Honor Alumna Members**
- Chapter Anniversary Ceremony
- Memorial Services
 - Links
 - Connecting Links
 - Heir-o-Links



Ceremony for Induction of New Members:



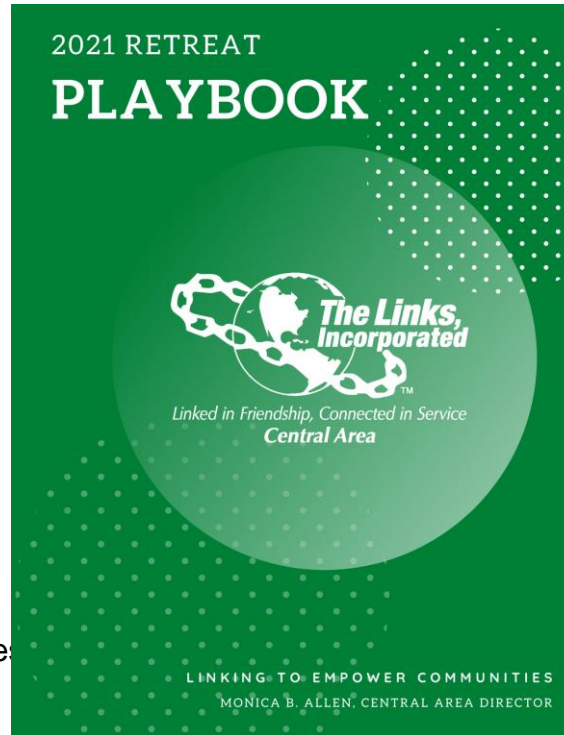
- New member induction **MUST** be in-person
- Alumna Links and Links from other chapters may be invited to the Induction Ceremony.
- Candidate(s) are required to memorize The Links Pledge and the National Song of The Links, Incorporated before the Induction Ceremony.
- Candidate(s) are to remain outside the room until they are ceremonially summoned into the room for induction by the Membership Chair.
- Either the Membership Chair or Leader, depending on when direction is needed, will give verbal instructions to the candidate(s) during the ceremony (e.g., when to walk to ceremonial table; when pick up the candle, when to place their hand on the Bible, etc.).
- Fresh white rose corsages is pinned on the candidate by the Leader. There is no ritual pinning ceremony in The Links, Incorporated.

Strategic Planning
Link Eleanor Payne, Chair

- The Strategic Planning update deadline was April 30th.
- Several Area Strategic Planning Chairs reported chapters experienced problems accessing the Global Strategic Planning Portal on Sunday, April 30th.
- Central Area received two emails with the access problem and they were resolved
- If there are any chapters having a problem with the Portal, please let the committee know.
- Thanks to all chapters who have completed their updates.

It's Retreat Planning Time!

Questions? Contact
Link Jan-Née Sheats-Mathis
Chair, Organizational Effectiveness
LinkJanNee@gmail.com
615-394-7120 (cell)





*The Links,
Incorporated*
Linked in Friendship, Connected in Service
Central Area

The Heart of Operations

Position	First Name	Last Name	Email Address	Phone
Operations Chair	Darla	Ball	Darlakball@aol.com	614.361.9031
Elections Chair	Teri	Bascom	Teri.bascom@sbcglobal.net	314-303-8227
Ethics & Standards	Sarah	Brown-Clark	sbrownclark@outlook.com	330.519.6663
Protocol Chair	Vanessa	Baker Latimer	4linkvanessainames@gmail.com	515-451-9130
Bylaws/Parliamentarian	Denise	Mustiful Martin	drumz@aol.com	901.488.2748
Strategic Planning	Eleanor	Payne	ca_strategicplanning@outlook.com	918.527.4979
Rituals, Awards & Recognition/ Disaster Preparedness and Relief	Karen	Mines Williamson	Kemines539@gmail.com	847.404.4058
Communications Chair	Carolyn	Mack	linkcarolynmack@gmail.com	404.788.5184
Organizational Effectiveness	Jan-Nee'	Sheats-Mathis	Linkjannee@gmail.com	615.394.7120

CONTACT US

The HeART of Programming

Position	First Name	Last Name	Email Address	Phone
Program Coordinator	Janice	Garnett	linkjanicegarnett@gmail.com	402.616.9325
HHS Chair	Marcia	Irving-Ray	Linkmarciaqcl@gmail.com	513.253.4841
STY Chair	Schylbea	Hopkins	linkschylbea2019@gmail.com	313.433.5969
NTS Chair	Tiundra	Love	Tlove@vt.vecom.edu	423.645.2909
ITS Chair	Lizzie	Ngwenya-Scoburgh	linklizzie2020@gmail.com	419.302.4477
ARTS Chair	K. Dawn	Rutledge	linkkdawnrutledge@gmail.com	615.293.3304
HBCU Initiative/Campaign Chair	Winifred	Green	winnieirene454@yahoo.com	248.842.4751
Legislative Issues and Public Affairs Chair	Glenda	Kearney-DuBoise	linkglendakduboise@gmail.com	785.220.5034



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Linking to Empower Communities

Monica B. Allen, Central Area Director



Linked in Friendship, Connected in Service
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welcome

Link Monica B. Allen
Central Area Director
Windy City (IL) Chapter



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Linking to Empower Communities

2023-2025 Chapter Presidents ***“An Orientation”***



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The Links, Incorporated Commitment to Friendship and Service

The Links Pledge –

“I do solemnly pledge myself to all the ideals, purpose and true meaning of the word **friendship** as embodied in the name LINKS. I shall earnestly endeavor to **uphold these standards** and **do my share** towards serving my community and my chapter to the best of my ability” ... and this I PROMISE

The Links Song-

We strive to do some good each year for those who need our aid, it binds us close and brings us joy and so we feel repaid. We're each a **Link in friendship's chain** and **loyal to our creed** of doing good through **work** and **play**, together we'll succeed.

TAG LINE- Linked in **Friendship**, Connected in **Service** (50/50)



President's Roles and Responsibilities

- Serves at the pleasure of your Chapter, not a dictatorship
- Operates with confidentiality, fairness and respect
- Spokesperson for the Chapter
- Is knowledgeable about National and Chapter guiding documents
- Ex-officio member of all Committees:
- Appoints Officers and Committee Chairs
- Plans Agendas for Executive Committee and Chapter Mtgs.
- Supports the tenants of Friendship and Service



Chapter Responsibilities

Chapters are responsible for documenting the following information for each member and reporting annually the status to the Area Director and National Headquarters;

- Review/affirm 1 in 5 status
- Financial obligations
- Minimum 48-hour service requirement
- Adherence to chapter attendance requirements
- Necrology (The death of a member should be reported immediately to the Area

Director via the Area Secretary and National Headquarters and the chapter should immediately update the member's profile in the system to reflect said death)



Chapters in Good Standing

Per the Constitution and By-Laws Membership, section 5

Chapters shall be responsible for:

- Holding at least eight (8) meetings annually; Chapter select how many meetings a member must attend to meet Chapter meeting attendance requirement.
- Implementing the National Programs; submitting at least one Program report by February 1st each year.
- Send a delegate to the National Assembly and the Area Conference. Absences from National Assemblies and/or Area Conferences shall not exceed two (2) consecutive meetings regardless of the payment of financial penalties;

Chapters in Good Standing, cont.

- Maintaining the required number of active members. Total membership shall not fall below twenty (20) active members nor exceed sixty (60) non-DOL members. Total membership shall not include alumna members.
- Submit financial documents and filings in accordance with schedule listed in the Financial Handbook (990, bonding insurance, etc.)
- Annual review and acceptance of the Code of Ethics
- Update the Chapter Strategic Plan
- Remit to the Area annually, copies of Chapter Bylaws, Budgets and affirmation of Code of Ethics



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STARTS
TODAY

A hand is shown holding a blue marker. The marker has the words "TRANSITION of Leadership" written on it in white, bold, sans-serif capital letters. The background is dark, and the lighting highlights the hand and the marker.

**TRANSITION of
Leadership**

*The **HEART** of Linkdom*

Linking to Empower Communities

What is the purpose of transition?

- If we don't transition...we don't grow!
- **Smooth transition starts with good communication & flexibility!!**



Transition Starts at the Top



One-on-One meeting with the Outgoing President

- Review the National Strategic Plan
- Review the current Chapter Strategic Plan (understanding the Chapter vision and priorities)
- Review Chapter program(s), last program report submitted
- Review Budget and Finance status, understanding short and long term obligations
- Review unfinished business (Contracts, Program commitments, login ID's, etc.)
- Discuss what project(s) are not completed, in process (i.e. Fundraiser)



Smooth Transition, cont.

- Registration for the National Assembly/Area Conference
- Plan August workshop/retreat...Save the date.
- Discuss best practices

Supporting material/tools:

- Updated chapter Handbook
- Recommend a review of a minimum of 6 months past year Chapter and Executive committee minutes.
- A list of current facet/standing committee chairs & members
- Share hostess schedule if applicable
- Create a year long calendar to manage deadlines



Links Guiding Documents

- National Constitution and By-Laws
- Manual of Procedures
- Finance Handbook
- Code of Ethics and Standards
- Rituals
- Protocol

Chapter based documents

- Chapter Bylaws
- Chapter Strategic plan



Linked in Friendship, Connected in Service
Central Area





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Central Area

Central Area Executive Board

Position	First Name	Last name	Email Address	Phone
Area Director	Monica	Allen	Linkmonicaallen@gmail.com	312.296.3508
Area Vice Director	Sheila	Brown	Linksheilab@gmail.com	312.841.0043
Secretary	Lauren	Barton	Linklaurensecretary@gmail.com	248-470-7952
Treasurer	Terry	Gardner-Smith	Linkterrygardnersmith@gmail.com	414.350.6251
Nominating Chair	Chyrel	Moore	Cbm52@comcast.net	847.269.3808
Rep to the Foundation	Chalon E.	Anderson	chaloneanderson@gmail.com	405.550.2287
Financial Secretary	Kimberly	Yelverton	Linkkymy@gmail.com	312.375.6689
Parliamentarian	Denise	Mustiful Martin	drgumz@aol.com	901.488.2748
Program Coordinator	Janice	Garnett	linkjanicagarnett@gmail.com	402.616.9325
Strategic Partnerships	Karen Patricia	Williams	Williams5963@osu.edu	517.505.2037
Operations	Darla K.	Ball	darlakball@me.com	614.361.9031
Fund Development	Corelia "Cokie"	Diggs	diggsco@aol.com	316.648.3396