WERCouncil Memorandum of Understanding

National Office Assistance:	**WERCouncil Operational Policies:**
In order to better serve and promote the WERCouncil objectives the National Office will provide the following: 1. A staff member to serve as the primary liaison to the WERCouncils. 2. Collect dues and maintain WERCouncil rosters 3. Provide the WERCouncils with WERC membership and promotional materials as needed for WERCouncil events. 4. Administer registration for each WERCouncil event including: marketing, attendee registration, accounting and provide a financial statement at the closing of each event. 5. Provide a financial accounting statement of the WERCouncil account at least three times a year. 6. Assist WERCouncils in finding facility tour locations and educational speakers (if necessary). 7. Assist WERCouncils in site selection and contracting for meeting facilities (if necessary). 8. Provide attendee rosters and name badges prior to an event. (if necessary) 9. Market WERCouncil events via website, email, WERCSheet and WERCWatch. 10. Maintain event information on the WERC website. 11. Convene a meeting of all WERCouncil chairs yearly. 12. Maintain financial records for the WERCouncil and pay expenses for events in a timely manner.	WERCouncils are to adhere to the following policies to remain in good standing with the Board and National Office: 1. All WERCouncil Chairs are current members of WERC. 2. Hold a minimum of three meetings each year (July 1-June 30) in order to remain an active WERCouncil. 3. Alert the National Office no less than 30 days prior to an event. 4. With the exception of onsite same day registrations, meeting registrations will be collected through the National Office. 5. Onsite registrations will be sent within 7-business days to the WERC office for processing, including financials. 6. Have WERC National Office authorization to use the WERC or WERCouncil name or logo on any literature. (Logos that incorporate the name of the council and the "WERCouncil" logo are available from the National Office) 7. May host functions jointly with other compatible organization(s) having similar interests. 8. Each WERCouncil's volunteer leadership should rotate regularly. 9. Maintain meeting notes and agendas and send a copy to WERC HQ within 7 business days. 10. Attendee information acquired from WERCouncil activities should be shared with WERC HQ and not be used for non-WERC related activities. 11. May not collect dues, but may collect event registration fees. 12. Support and advance the Mission and Vision Statements of WERC.

WERCouncil _____

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WERCouncil Chair Date
(On behalf of WERCouncil Committee)

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WERC CEO Date

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WERC Chapter Coordinator Date

Fiscal Year_____