



## General Policies Regarding WERCouncils

- ✓ WERCouncil must be authorized by the Warehousing Education and Research Council National Office.
- ✓ Support and advance the Mission and Vision Statements of WERC.
- ✓ All WERCouncil volunteers are current members of WERC.
- ✓ Must have at least three volunteers that are current members of WERC. These include the chair, vice chair or co-chair, and secretary. WERCouncils may choose to create additional volunteer positions such as Programs Committee or Membership Committee, for example.
- ✓ Hold a minimum of three meetings each year (July 1-June 30) in order to remain an active WERCouncil.
- ✓ Alert the National Office no less than 30 days prior to an event.
- ✓ Adhere to all WERCouncil Educational Event Guidelines
- ✓ With the exception of onsite same day registrations, meeting registrations will be collected through the National Office.
- ✓ Onsite registrations will be sent within 7-business days to the WERC office for processing, including financials.
- ✓ Must receive 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)
- ✓ May host functions jointly with other compatible organization(s) having similar interests.
- ✓ Each WERCouncil's volunteer leadership should rotate regularly.
- ✓ Maintain meeting notes and agendas and send a copy to WERC HQ within 7 business days.
- ✓ Attendee information acquired from WERCouncil activities should be shared with WERC HQ and not be used for non-WERC related activities.
- ✓ May not collect dues, but may collect event registration fees.
- ✓ Notify the WERC National Office of changes in WERCouncil volunteers.
- ✓ WERCouncil volunteer turnover cannot take place any earlier than May 10, and must be reported to the National Office by June 1<sup>st</sup>. Incoming volunteers, although not formally recognized at the current year's conference, are encouraged and invited to attend all WERCouncil functions at the annual conference.

If a WERCouncil wishes to conduct an activity that is in conflict with WERC policies, or if there are any questions regarding the above policies, contact the CEO or the Chapter Relations Coordinator in the National Office.