



TEXAS UNITED WOMEN IN FAITH LEGISLATIVE EVENT COMMITTEE GUIDELINES

September 2023

PURPOSE OF THE TEXAS LEGISLATIVE EVENT

The Texas United Women in Faith's Legislative Event provides annual training and information on important statewide public policy issues and pending legislation to educate and equip women to do justice by putting their faith, hope, and love into action to fulfill the Purpose of United Women in Faith.

The Texas Legislative Event is a cooperative program organized and conducted annually by both the conference organizations of all five Conferences of Texas United Women in Faith and Texas Impact.

EVENT COMMITTEE

1. Members are

- Texas Legislative Event (TLE) Chairperson
- TLE Co-Chairperson (incoming chair-elect)
- TLE immediate past Chairperson
- President of Rio Texas Conference
- Treasurer of Rio Texas Conference
- Secretary of Program Resources (to be designated)
- Registrar
- Arrangements Chairperson
- Social Action Coordinator or a designated person from each conference in Texas • UWF President of each Texas Conference (ex officio position)
- Members of the national Board of Directors and Program Advisory Group who reside in Texas and New Mexico (ex officio position)
- Texas Impact staff
- Committee on Nominations Convener

2. The TLE Committee Chair's role:

- A. The Chair convenes meetings of the TLE committee and coordinates the committee's work
- B. The Chair welcomes everyone to the Legislative Event, makes announcements as needed, and coordinates the evaluations of the event

3. The TLE Co-Chairperson shall be responsible for the planning and execution of Sunday worship, Morning Praise, and meal blessings. The TLE Co-Chairperson shall request that all conferences affiliated with the TLE commit to planning one or more of these activities.

4. The Conference Social Action Coordinator's role:

- A. The Conference Mission Coordinator for Social Action (or her representative) is the primary representative from her conference to the TLE committee and will actively participate in TLE planning meetings and other activities as needed to plan and prepare for the annual event.

- B. The Conference Mission Coordinator for Social Action has the primary responsibility for promoting the Legislative Event in her conference.
 - C. The Conference Mission Coordinator for Social Action (or her representative) will attend the annual Legislative Event and participate in the event program as needed.
 - D. The Coordinator may be asked to offer prayers before meals and sessions during the Legislative Event. The Coordinator may be asked to prepare a poster or display focusing on the social justice work in her conference.
5. The Conference President's role:
- A. The Conference President will lend her voice and knowledge to planning meetings and events, but is an ex officio (non voting) member of the committee.
 - B. The Conference President will support and aid the Mission Coordinator for Social Action in communicating and promoting the annual event to the conference.
- A. UWF conference officers who are members of the TLE Committee will serve as long as they hold their conference office.
- B. See Subcommittees / Appointed Support Document for additional roles.
6. At the TLE Committee meeting in January (or the last meeting before the event), the new Co-Chair/Chair Elect will be elected to serve three years as follows:
- Co-chair for the first year
 - Chairperson for the second year with the outgoing chair serving as Co-Chair the second year
 - Chairperson serving with the new Co-Chair/Chair Elect the third year
7. The TLE Chairperson (or designated committee member) shall provide a copy of the "Texas United Women in Faith Legislative Event Committee Guidelines" to the president, treasurer, and Mission Coordinator for Social Action of each sponsoring/participating conference no later than November of each year.
8. The TLE Chairperson will request in August the contact information for the sponsoring conferences' leadership teams for the following year and will provide any incoming committee members with the TX UWF Legislative Event Committee Guidelines and information about the orientation meeting in January.
9. The committee may meet two times each quarter (eight times per year). The first meeting of the year in February (or the first meeting after the event) will include an orientation for all new members.
- A. The committee may also have additional meetings on the call of the chair
 - B. Meetings may be held in person or via Zoom
10. Only the TLE Committee may initiate a campaign under the name of the "Texas United

Women in Faith (UWF) Legislative Event.” All marketing materials shall be approved by the TLE Committee.

EVENT LOGISTICS and PROGRAM

1. The TLE Committee, in conjunction with Texas Impact, will determine the format (virtual, face-to-face, or hybrid) of the annual Texas United Women in Faith (UWF) Legislative Event and the general event schedule.
2. Texas Impact, with the guidance of the TLE Committee, will be responsible for the following:
 - A. Developing the overall plan for the event
 - B. Securing current action speakers involved in governmental affairs to provide education and resources to support current UWF legislative priorities. The TLE Committee will suggest areas that they wish to pursue.
 - C. Developing (including content) and producing the event “Program Book” with the guidance of the TLE Committee. The TLE Committee may be asked to assist with production.
3. Arrangements for the hotel, food, etc. will be the responsibility of members of the committee as follows:
 - A. The Rio Texas Conference President shall be the contact person for hotel arrangements and will sign contracts with the hotel, the bus company, and others as needed, such as Banquet Event Orders.
 - B. The Arrangements Chairperson shall be the contact person for event meals, obtaining menu options, and reporting back to the hotel.
 - C. The Arrangements Chairperson, along with the Rio Texas Conference President, shall be responsible for arranging for the buses to take participants to the Capitol on Tuesday morning.
4. The TLE Committee and/or designated TLE Committee members will be responsible for securing all speakers pertaining to United Women in Faith (UWF) matters and issues.
5. The Silent Auction shall be organized by one of the TLE Committee members.

REGISTRAR

1. The Registrar is responsible for the registration of all participants, online and mail-in, including speakers and other invited guests.
2. The Registrar will oversee the online and mail-in registration processes.
3. The Registrar will send out confirmation letters (email or USPS mail) to all registered participants.
4. The Registrar will send money to the treasurer/deposit money as received. 5. The

Registrar will provide nametags for all registered participants and guest speakers.

6. The Registrar will contact the Capital District UWF President to arrange for transportation from the airport on the opening day of the event, as needed.
7. The Registrar will provide the list of registrants to Texas Impact for the program book.
8. The Registrar will ask persons to assist in registration at the TLE as needed.

TREASURER

1. The Rio TX Conference Treasurer shall keep a separate account for the income and expenses for the Texas Legislative Event.
2. The Rio TX Conference Treasurer shall serve as the TLE Committee Treasurer, keep complete financial records, and supply a written report to all committee members at each committee meeting.
3. The Treasurer pays all bills, including hotel and bus.

INCOME AND EXPENSES

1. Expenses for TLE Committee Meetings and the Legislative Event that are incurred by committee members shall be reimbursed from the TLE account and may include printing, copying, postage, travel, and lunch at committee meetings, upon prior approval by the committee chair or co-chair.
2. Each Conference is responsible for the expenses of their Social Action Coordinator or designated representative to Committee Meetings and to the Event.
3. Expenses for COMMITTEE MEETINGS shall be reimbursed at the Rio Texas Conference rate as follows:
 - A. Travel for the Rio Texas President, Rio Texas Treasurer, Rio Texas Secretary for Program Resources, Registrar, Arrangements Chairperson, the Immediate Past Chairperson, Event Chairperson, and Co-Chairperson if she is not a Social Action Coordinator or designated representative from one of the conferences.
 - B. Lunch as provided by the Local Arrangements Chairperson (In person event).
4. Expenses for the EVENT shall be reimbursed as follows:
 - A. The registration fee for all Committee members shall be the Event Administration Fee only. This amount is not reimbursable.
 - B. Travel shall be paid at the current Rio Texas Conference mileage reimbursement rate for the Rio Texas President, Rio Texas Treasurer, Rio Texas Secretary of Program Resources, Registrar, Arrangements Chairperson, the Legislative Event Chairperson, Co-Chairperson, and Immediate Past Chairperson.

- C. Lodging will be provided at the Rio Texas Conference rate for the Rio Texas President, Rio Texas Treasurer, Rio Texas Secretary of Program Resources, Registrar, Arrangements Chairperson, the Event Chairperson, Co-Chairperson, and Immediate Past Chairperson. Reimbursement is 50% of the quoted room rate. Receipts are required.

 - D. Event expenses shall be reimbursed for guest speakers, as required, including hotel accommodations, meals, and travel. Receipts are required.

 - E. A TLE Voucher and copies of receipts must be submitted to the committee chair or co-chair for reimbursement to be issued. Vouchers will also be signed by the Rio Texas Conference authorized signers on the TLE bank account.
5. The TLE Registration Fee and the TLE Event Administration Fee will be determined annually.

 6. Sponsoring conferences (those that pay district contributions) will contribute \$50 per district annually to the TLE account. The Treasurer shall send an invoice for the designated TLE contribution amount to the president and treasurer of each conference no later than September 1 each year. The payment is due by December 31.

 7. The membership fee for the TLE Chairperson or a designee to the Texas Impact Board of Directors will be paid from the TLE Committee funds.

 8. An annual contribution shall be made to Texas Impact to help defray expenses incurred in coordinating the event. The TLE Committee will determine this amount each year.

