



Linked in Friendship, Connected in Service  
Portland (OR) Chapter

## **December 2020 Membership Committee Report**

The committee met via video conference on December 1, 2020. Members present were: Natalie Hooper, Serena Ashley, Barbara Thoms, Kelly Michael, and Carla Penn-Hopson.

### Core Values Presentations:

Friendship

Service

**Legacy**

**Respect**

Family Relationships

Honesty/Truth

Confidentiality

Integrity

Courage

Responsibility/Accountability

### Comfy and Cozy!

A big Thank You! To all of you that attended our virtual friendship gathering. We had a great time sipping and chatting, and watching hilarious online videos.

### Holiday Gift Exchange:

Today is the day! Thank you all for participating. We will leave time after the meeting to make the "exchanges" and reveal if you so desire. If Santa is a little late, and you have not received your gift, please let me know, and I will get a message to the North Pole asap :)

### Links Connection

During Chapter Meetings, we will take 3 - 4 minutes where sisters will be in separate breakout rooms, to learn more about one another. This month's theme will be to discuss your favorite holiday moment.

### Mentor/Mentee Reminder

Thank you, all who agreed to mentor our newest members. Those matches were made last month. You should have connected at least once by now ;)

### Service Hours Reminder:

The Western Area is asking that at least half of your service hours be logged in by January 1. I will be online after the chapter meeting to assist anyone who needs Track It Forward help. I am also attaching the Service Hours Toolkit as a reminder of what activities garner service hours.

Our Membership committee meets on the second Tuesday of every month, at 6pm via video conference/conference call. *Please remember to log your hours in Track It Forward!*

Respectfully Submitted,  
Link Natalie



## 48 - HOUR SERVICE REQUIREMENT GUIDANCE

The Links, Incorporated's Manual of Procedures states that "active members of The Links, Incorporated are required to accumulate a minimum of forty-eight (48) hours of service per year to the organization through service sanctioned by and a part of her chapter's programmatic thrust." This guidance is designed to provide standard operational procedure on meeting this requirement. The service hour requirement is designed so that the bulk of hours are earned through engaging in direct service to the community. It is important to note that while much time is expended by Links on operational tasks, there are a limited number of hours you may earn for those activities.

### **Activities that earn service hours include:**

**Chapter Program Service:** actual hours engaged in service

**Chapter Meetings:** two (2) hours maximum per chapter meeting (excluding social and meal time)

**Facet Committee and Standing Committee Meetings:** actual meeting hours (excluding social and meal time)

**Chapter Fundraising Activity:** five (5) hours (maximum) for the actual event time PLUS 10 hours (maximum) for fundraising preparation activities (ticket or ad sales, etc.) The total maximum hours that can be earned for fundraising activity is 15 hours.

**Other Links Service:** participation in certain area meetings as may be designated by the area director, and participation in certain national meetings as may be designated by the national president. Please refer to the "Service Hours At-a-Glance" chart below for details.

**Leadership Service:** area and national officers, committee chairs and committee members will be granted service hour credit for service given in the facilitation of their committees' responsibilities and/or officer duties. Examples of hours for which credit may be taken include, but are not limited to conference calls; time spent writing reports and/or minutes; power point preparation; site visits; preparation time for meetings; and time presenting workshops at Area Conferences and/or National Assemblies.

**Activities that DO NOT earn service hours include:** travel time; local (non-Link) community service; social and meal time at meetings, attendance at National Assembly and Area Conferences.

### **Important Deadlines and Timelines:**

May 1 to April 30 – Program/Service Hours Year (mirrors The Links, Incorporated's fiscal year)

April 1 – Last day to submit service hours to your chapter's membership chair

NOTE: If your programming year runs beyond April 1, members may project an estimated number of service hours that will be accumulated after the chapter's submission of its Master Data Form. If an estimate is necessary, hours may only run through April 30. Chapter leadership is responsible for ensuring the integrity of the service hours reported. (NOTE: Recommended best practice is to submit service hours in real time or as soon as possible)

May 1 – Final DEADLINE for all dues to be submitted to national headquarters. Any dues submitted after April 1 will incur a late fee. Dues submitted after May 1 will not be accepted.

## FREQUENTLY ASKED QUESTIONS

**If I do not have 48 hours to submit by April 1, will my dues be sent in with the rest of the chapter members in May?** No, you must meet your required service hours by April 1. If not, your dues won't be electronically submitted to national headquarters. NOTE: Members may project an estimated number of service hours that will be accumulated after April 1. If an estimate is necessary, hours may only run through April 30. Chapter leadership is responsible for ensuring the integrity of the service hours reported.

**What happens if I don't meet the service hour requirement and my chapter's program year has ended?** Failure to meet the service hour requirement will result in no acceptance of dues payment and forfeiture of membership.

**Why doesn't attendance at National Assemblies and Area Conferences count?**

Attendance at National Assemblies and Area Conferences is part of the one and five requirement which is membership a requirement for each member.

**Who or what committee is responsible for maintaining the data?**

The vice president of membership and her Membership Committee. All chairpersons are responsible for verifying and validating service hours of committee members and turning it over to the Membership Committee.

**As an affiliate member, what parameters do I follow?**

The 48-hour service requirement is binding on all members except those who are classified as Alumna, Platinum, Provisory and on leave of absence. Affiliate members are required to complete 48 hours of service on behalf of The Links, Incorporated in order to maintain their membership. They can link with a nearby chapter when feasible and possible and serve as a branch for a facet program project. They can perform community service related to facet recommendations, or they can engage in a community service project that is already established in their community, provided it is done on behalf of The Links, Incorporated. The affiliate member will be expected to provide proof of participation and will be responsible for keeping her own records. She will need to provide a copy of her proof of participation/service hours to the national headquarters before April 1.

**Do we earn time if chapter meetings last more than two hours?**

No more than two (2) hours should be counted for chapter meetings, excluding the social hour and time set aside for meal consumption and run-over time.

**How much time can one count in preparation time and who is eligible to count preparation time?**

Officers and committee chairs can count up to three (3) hours maximum per committee chaired or office held for preparation per month. Everyone who actively participates in fundraising activities can count up to five (5) hours maximum for fundraiser preparation, i.e. ticket selling, ad collecting, etc.

## SERVICE HOURS AT-A-GLANCE

Activity	Maximum Service Hours
Chapter Program Service	Actual Time (Excluding travel time, meals and social hour)
Community Service at National Assembly and Area Conferences	Actual Time Served Prior to the Start (Excluding travel time, meals and social hour)
Chapter Meetings	2 hours (Excluding travel time, meals and social hour)
Facet Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Standing Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Preparation time each month by Chapter Officers and Committee Chairs	3 hours (Per month per Committee chaired or Office held)
Links sponsored Webinars	Actual Time
Meetings with other organizations in a chapter-approved joint venture or program	Actual Time (Excluding travel time)
Chapter Fundraising Event and Fundraiser Preparation	Up to 15 Hours Maximum Inclusive of event (up to 5 hours) and preparation (up to 10 hours) with activities determined by the chapter
Chapter Fundraising Committee Meetings * <i>(*Provided Fundraising Committee is a named standing committee set forth in the chapter bylaws)</i>	Actual Time* (Excluding travel time, meals and social hour)
Cluster Meetings	Actual Time (Excluding travel time)
Area Leadership Summits	As determined by Area Director (Excluding Travel Time)
National Leadership Summits	As determined by National President (N/A during National Assembly and Area Conferences)
National Committees and Area Committees	Actual Time (N/A during National Assembly and Area Conferences)
Links Day at the U.S. Capitol	Actual Time at the Capitol (Excluding travel time)
National Assemblies and Area Conferences Attendance	None
Committee Service at National Assemblies and Area Conferences	Actual Time
Annual Meetings of The Links Foundation, Incorporated	2 Hours
Escorting of VIP's (for National Assemblies and Area Conferences Only)	As determined by National President (National Assemblies and Area Director (Area Conferences)
Travel Time	None