



**U.S. COALITION OF BLACK WOMEN BUSINESSES, INC.**

Serving as a board member for this nonprofit organization entails the establishment of well-defined goals and objectives, the formulation of strategies, and the delineation of concrete actions aimed at realizing the organization's mission and vision. Presented below is a comprehensive roadmap to steer your endeavors:

## **I. Mission and Vision Clarification:**

**OUR MISSION IS TO ADVANCE AND STRENGTHEN BLACK WOMEN BUSINESS OWNERS IN THE U.S. ECONOMY THROUGH INFLUENCE, PARTNERSHIPS, AND ADVOCACY. WE PROVIDE OUR MEMBERS WITH "THE POWER OF SHEE™ (SOCIAL, HEALTH, AND ECONOMIC EQUITY) WITH RESOURCE OPPORTUNITIES, PROCUREMENT, AND EDUCATION TO GROW AND SUSTAIN THEIR BUSINESSES.**

The primary objective of USCBWB is to promote the growth and empowerment of black women entrepreneurs within the U.S. economy. It emphasizes the organization's commitment to creating opportunities and improving the economic prospects. The organization aims to effect change and progress by leveraging influence, forging partnerships with various stakeholders, and advocating for policies and initiatives that benefit black women-owned businesses. The mission statement also introduces a powerful concept, "The Power of SHEE," which represents the core values and focus areas of the organization. It signifies a holistic approach to empowerment, addressing not only economic aspects but also social and health-related aspects of equity. This demonstrates a commitment to the overall well-being of its members. USCBWB supports its members by:

- **Resource Opportunities:** This likely includes access to resources such as mentorship, funding, networking, and business development support. It emphasizes the importance of providing practical assistance to members.
- **Procurement:** Suggests that USCBWB may facilitate opportunities for members to secure contracts, partnerships, or procurement opportunities, which can significantly boost the growth of their businesses.
- **Education:** Indicates a commitment to providing educational resources and training to help members acquire the knowledge and skills necessary to succeed in the business world.

In summary, the mission statement of the U.S. Coalition of Black Women Businesses articulates a clear and comprehensive commitment to advancing the interests of black women business owners in the U.S. economy. It underscores the organization's dedication to fostering economic equity while also addressing broader social and health-related aspects of empowerment. Additionally, it outlines specific ways in which USCBWB supports its members to ensure the growth and sustainability of their businesses.

## **II. Stakeholder Engagement:**

At USCBWB, we understand that stakeholders play a vital role in our organization's success. Key stakeholders include:

1. **Members:** Our members are the heart and soul of our organization. They are black women business owners who benefit directly from our programs, resources, and support.
2. **Donors:** Donors are the generous individuals, corporations, and foundations that provide financial support to USCBWB. Their contributions are fundamental in enabling us to continue our essential work.
3. **Partners:** Our partners are organizations and entities that collaborate with us to achieve common goals or support our initiatives. These partnerships are instrumental in expanding our reach and impact.
4. **The Community:** The broader community, including residents, neighboring businesses, and local organizations, are stakeholders as well. They may be influenced by our activities and have a vested interest in our success.

#### Developing a Communication Plan for Stakeholder Engagement:

USCBWB is committed to engaging and involving our stakeholders in a meaningful and transparent manner. Here's how we develop a communication plan to achieve this:

1. **Understanding Expectations:** We actively seek feedback from our stakeholders to better understand their expectations, concerns, and needs. This information guides our decision-making and helps us tailor our efforts to meet their expectations.
2. **Regular Updates and Transparency:** We maintain transparency by providing regular updates on our activities, achievements, and challenges. Stakeholders can expect to receive newsletters, reports, and updates through various channels, including our website and social media platforms.
3. **Two-Way Communication:** We value the voices of our stakeholders and provide channels for them to provide input and feedback. Town hall meetings, advisory boards, online forums, and surveys are some of the ways we encourage open communication.
4. **Customized Engagement Strategies:** We recognize that different stakeholder groups may have unique needs. We tailor our engagement strategies to meet these needs, ensuring that members benefit from workshops and networking events, while donors receive recognition and impact reports.
5. **Collaborative Decision-Making:** We believe in inclusive decision-making. For significant strategic decisions, we actively involve stakeholders to seek their input and consider their perspectives. This ensures alignment with their interests and ensures that our decisions are reflective of the collective wisdom of our community.

6. Partnership Development: We foster strong partnerships with organizations and businesses that share our goals. Collaborative projects and initiatives allow us to amplify our impact, pooling resources and expertise for the greater benefit of our community.

In conclusion, stakeholder engagement is a core principle of the U.S. Coalition of Black Women Businesses. By identifying key stakeholders and developing a robust communication plan, we ensure that our organization remains responsive to the needs and expectations of our members, donors, partners, and the community at large. We believe that by actively involving stakeholders, we can collectively drive change, empower black women-owned businesses, and advance social, health, and economic equity.

### **III. SWOT Analysis**

Conducting a comprehensive SWOT analysis for the U.S. Coalition of Black Women Businesses (USCBWB) involves these key steps:

1. Objective Definition: Clearly state the purpose of the analysis, whether it's assessing the organization's status, identifying areas for improvement, or exploring growth opportunities and challenges.
2. Team Formation: Assemble a diverse team comprising board members, staff, and stakeholders for a well-rounded perspective.
3. Internal Analysis (Strengths and Weaknesses): Evaluate internal factors.
  - Strengths: Recognize attributes like a strong membership base, expertise in supporting black women-owned businesses, successful programs, dedicated team members, and a positive reputation.
  - Weaknesses: Identify limitations such as limited finances, staffing constraints, inefficient processes, diversity and inclusion gaps, and outreach limitations.
4. External Analysis (Opportunities and Threats): Examine external factors.
  - Opportunities: Identify factors like emerging funding opportunities, influential partnerships, diversity and inclusion awareness, technological advancements, and supportive policies.
  - Threats: Recognize risks such as economic downturns, competition, legal changes, negative publicity, and shifting demographics.
5. SWOT Matrix: Create a matrix to visualize and prioritize strengths, weaknesses, opportunities, and threats.
6. Prioritization and Validation: Assess the significance of each item and prioritize them based on potential impact.
7. Strategy Development: Formulate strategies in four categories:
  - SO Strategies (Strengths-Opportunities): Leverage strengths to exploit opportunities.
  - WO Strategies (Weaknesses-Opportunities): Overcome weaknesses by seizing opportunities.

- ST Strategies (Strengths-Threats): Use strengths to mitigate threats.
  - WT Strategies (Weaknesses-Threats): Address weaknesses to minimize threats.
8. Implementation and Monitoring: Put strategies into action, assign responsibilities, set timelines, and establish KPIs for progress tracking. Regularly update the SWOT analysis as the organization evolves.

A comprehensive SWOT analysis informs strategic planning, decision-making, and resource allocation for USCBWB. It helps leverage strengths, address weaknesses, capitalize on opportunities, and proactively manage threats, aligning with the organization's mission and goals.

#### **IV. Goal Setting:**

"To empower and advance black women business owners in the U.S. economy by promoting social, health, and economic equity through strategic initiatives, resource allocation, and stakeholder engagement."

##### **Objectives:**

1. Increase Membership Engagement:
  - Increase membership participation by 20% over the next year through the development of engaging programs and networking opportunities.
2. Advocate for Policy Change:
  - Advocate for policies at the local, state, and federal levels that promote diversity, equity, and inclusion in business ownership and provide greater support to black women entrepreneurs.
3. Expand Educational Resources:
  - Develop and offer a comprehensive suite of educational resources, including workshops, webinars, and mentorship programs, to benefit at least 500 members annually.
4. Facilitate Access to Procurement Opportunities:
  - Collaborate with strategic partners to provide access to procurement opportunities for black women-owned businesses, resulting in a 15% increase in contracts secured by our members within three years.
5. Enhance Health and Wellness Initiatives:
  - Launch health and wellness programs designed to improve the physical and mental well-being of our members, reaching 300 members annually.
6. Strengthen Partnerships:
  - Forge strategic partnerships with at least five influential organizations and corporations that share our commitment to empowering black women-owned businesses.
7. Increase Advocacy Impact:

- Mobilize a grassroots advocacy network of 1,000 members to actively engage in advocating for policies that benefit black women entrepreneurs.
8. Financial Sustainability:
    - Diversify revenue sources and secure funding to ensure the financial sustainability of USCBWB and support its growth initiatives.
  9. Measure Impact and Equity:
    - Establish key performance indicators (KPIs) to regularly assess the organization's impact on social, health, and economic equity, and use the data to continuously improve programs and services.
  10. Community Outreach and Awareness:
    - Conduct community outreach programs to increase awareness of the USCBWB's mission and its positive impact on the community, aiming to reach at least 5,000 people annually.

**Timeline:**

These objectives will be pursued over the next 3-5 years, with regular assessments and adjustments to strategies and tactics based on progress and changing circumstances.

**Measurement and Evaluation:**

Progress toward these objectives will be tracked through quantitative and qualitative metrics, including membership data, policy advocacy success, participation rates in educational programs, procurement contracts secured, partnerships established, financial reports, and feedback from members and the community.

This goal setting aligns with the USCBWB's mission and reflects its commitment to advancing black women business owners through influence, partnerships, and advocacy while providing the "Power of SHEE" in the form of social, health, and economic equity.

**V. Strategic Initiatives:**

1. **Influence and Advocacy:** To advocate for policies supporting black women business owners, USCBWB can establish an advocacy task force, organize campaigns, and collaborate with other advocacy groups.
2. **Membership Empowerment and Engagement:** Empowering and engaging members can be achieved through mentorship programs, webinars, workshops, and the creation of a member portal.
3. **Economic Equity and Procurement:** USCBWB can facilitate access to procurement opportunities by partnering with corporations and providing procurement training and events.
4. **The Power of SHEE (Social, Health, and Economic Equity):** Promoting holistic well-being among members can involve launching health and wellness initiatives, establishing a social impact fund, and advocating for relevant policies.

5. **Strategic Partnerships:** Building strategic partnerships with influential organizations and exploring international collaborations can enhance USCBWB's impact.
6. **Educational Resources:** Providing educational resources through an online center, certification programs, and an annual conference can support members' business growth and sustainability.
7. **Measurement and Impact Assessment:** USCBWB can continuously measure and evaluate its impact using KPIs, member feedback, and annual impact reports.

These initiatives align with USCBWB's mission to advance and strengthen black women business owners through influence, partnerships, and advocacy while providing social, health, and economic equity, resource opportunities, procurement support, and education for sustainable business growth.

## VI. Financial Goal:

Ensure financial sustainability and growth to support the organization's mission of advancing and strengthening black women business owners.

- **Revenue Generation:** Diversify Revenue Streams: Explore multiple sources of income, including membership fees, grants, corporate sponsorships, fundraising events, and partnerships. Grant Acquisition: Develop a strategy to secure grants from various sources supporting diversity and women entrepreneurship.
- **Budget Management:** Create a detailed annual budget aligned with strategic initiatives. Implement financial controls and reporting mechanisms for effective resource allocation.
- **Fundraising and Development:** Increase membership engagement and retention. Organize fundraising events and campaigns to attract donations and sponsorships.
- **Resource Allocation:** Allocate resources strategically to advocacy, educational programs, procurement support, and member empowerment. Allocate resources for growth initiatives, including expansion and partnerships.
- **Financial Sustainability:** Establish and maintain a reserve fund for stability during economic challenges.
- Explore investment opportunities aligned with the organization's mission.
- **Grant Management:** Ensure grant compliance and maintain positive relationships with funding organizations. Invest in grantwriting expertise to secure grants effectively.
- **Financial Reporting and Transparency:** Provide regular financial reports to maintain transparency and accountability. Conduct annual financial audits to ensure compliance and financial integrity.
- **Contingency Planning:** Identify and mitigate potential financial risks. Maintain an emergency fund to address unforeseen challenges.

This financial planning strategy aligns with USCBWB's mission, ensuring the organization has the financial resources and stability to advance and strengthen black women business owners while promoting social, health, and economic equity, providing resource opportunities, procurement support, and education for sustainable business growth.

## **VII. Membership Growth**

The Membership Growth plan for the U.S. Coalition of Black Women Businesses (USCBWB) revolves around expanding the organization's membership base to further its mission of advancing and empowering black women business owners in the U.S. economy.

The plan includes:

1. **Member Engagement and Retention:** Enhancing member benefits and gathering regular feedback to ensure member satisfaction.
2. **Outreach and Awareness:** Targeted marketing and partnerships to reach potential members effectively.
3. **Educational Programs and Workshops:** Offering diverse educational resources and workshops tailored to members' needs.
4. **Mentorship and Networking:** Establishing a mentorship program and organizing networking events to facilitate member connections.
5. **Regional Chapters and Communities:** Creating regional chapters and online communities for local and virtual networking.
6. **Membership Drives and Incentives:** Periodic membership drives with incentives to encourage referrals and participation.
7. **Partnerships with Women's Organizations:** Collaborating with women-focused organizations to expand the USCBWB network.
8. **Targeted Outreach to Underrepresented Groups:** Strategies to engage underrepresented groups within the black women business owner community.
9. **Data Analytics and Assessment:** Data-driven decision-making and regular assessment of membership growth initiatives.
10. **Member Success Stories:** Sharing success stories to showcase the benefits of USCBWB membership.

This plan aims to foster a thriving and supportive community, providing social, health, and economic equity, resource opportunities, procurement support, and education to empower and sustain the businesses of black women entrepreneurs across the United States.

## **VIII. Program Development**

Outlines various initiatives aimed at advancing the interests of black women business owners while promoting social, health, and economic equity. These initiatives include advocacy for policy change, educational empowerment through resources and conferences, procurement support, health and wellness programs, networking and mentorship opportunities, access to resources for business growth, social impact initiatives, and a commitment to continuous program evaluation and improvement. These efforts align with USCBWB's mission to empower and strengthen black women business owners through various means of support and advocacy.

## **IX. Partnerships and Collaboration**

The Partnerships and Collaboration plan for the U.S. Coalition of Black Women Businesses (USCBWB) aims to strengthen its mission of advancing and empowering black women business owners through strategic partnerships. The plan encompasses the following key components:



1. Partnership Identification: Identify potential partners who share a commitment to diversity, equity, and women entrepreneurship, considering their expertise and resources.
2. Partnership Development: Establish meaningful partnerships with clear roles, responsibilities, and shared objectives, fostering open communication and collaboration channels.
3. Industry-Specific Alliances: Form alliances within specific industries to address unique challenges faced by black women entrepreneurs in those sectors.
4. International Collaborations: Explore global collaborations to expand the organization's reach and impact beyond the United States.
5. Joint Initiatives: Develop collaborative programs, events, and campaigns that directly benefit USCBWB members while aligning with the organization's mission.
6. Member Engagement: Encourage member involvement in partnership activities and leverage their insights and networks.
7. Monitoring and Evaluation: Regularly assess the effectiveness and impact of partnerships using key performance indicators, reviews, and feedback.

This plan is designed to further USCBWB's mission by building strategic alliances and leveraging collaborative efforts to promote social, health, and economic equity, provide resource opportunities, offer procurement support, and deliver education for the growth and sustainability of black women-owned businesses.

## **X. Advocacy and Policy Initiatives:**

The Advocacy and Policy Initiatives Plan for the U.S. Coalition of Black Women Businesses (USCBWB) is focused on advancing the interests of black women business owners in the U.S. economy. The plan includes:

1. Policy Research and Monitoring: Establishing an Advocacy Task Force to monitor legislative developments impacting black women-owned businesses.
2. Advocacy Campaigns: Organizing campaigns, including letter-writing and petitions, to raise awareness and drive action on policy issues.
3. Policy Engagement: Hosting meetings and discussions with policymakers and advocating for legislative changes that promote diversity and equity.
4. Educational Initiatives: Providing educational resources and workshops to inform members and the public about policy matters affecting black women entrepreneurs.
5. Collaborative Advocacy: Collaborating with other organizations to amplify the impact of advocacy efforts.

6. Policy Impact Assessment: Evaluating the effects of policy changes on black women-owned businesses and collecting data for future advocacy.
7. Advocacy Resources: Developing toolkits and resources to empower members in effective advocacy.
8. Public Awareness Campaigns: Raising awareness about the contributions and challenges of black women business owners and the importance of diversity.
9. Policy Reports and Recommendations: Publishing reports and recommendations based on research and member input to inform decision-makers.

This plan aligns with USCBWB's mission by actively advocating for policies and initiatives that empower and strengthen black women-owned businesses while promoting social, health, and economic equity, resource opportunities, procurement support, and education for their growth and sustainability.

## **XI. Marketing and Outreach:**

The Marketing and Outreach Plan for the U.S. Coalition of Black Women Businesses (USCBWB) focuses on building a strong brand identity, defining the target audience, and implementing various strategies to effectively communicate the organization's mission and engage with stakeholders. Key components of the plan include content marketing, social media strategy, email marketing, website enhancement, events and webinars, partnerships, advocacy campaigns, data analytics, member testimonials, community engagement, public relations, and feedback collection. This plan aims to raise awareness, promote engagement, and support USCBWB's initiatives for social, health, and economic equity, resource opportunities, procurement support, and education for black women business owners.

## **XII. Data Collection and Evaluation:**

The Data Collection and Evaluation Plan for the U.S. Coalition of Black Women Businesses (USCBWB) is designed to systematically gather and analyze data to assess the impact of the organization's programs and initiatives. Key components of this plan include:

1. Key Performance Indicators (KPIs): Defining and regularly reviewing KPIs that align with the organization's mission, such as membership growth and advocacy campaign impact.
2. Data Collection: Gathering data through member surveys, program metrics, website and social media analytics, event attendance records, and financial data.
3. Data Analysis: Analyzing collected data to identify trends, strengths, weaknesses, and areas for improvement, with a focus on assessing the impact on social, health, and economic equity, resource opportunities, procurement support, and education for black women business owners.
4. Evaluation Metrics: Developing metrics to assess the success of advocacy campaigns, partnerships, and educational programs.
5. Data Security and Privacy: Implementing data security measures to protect member information and ensure compliance with privacy regulations.

6. Reporting and Communication: Regularly reporting data findings to maintain transparency and inform decision-making.
7. Continuous Improvement: Establishing a feedback loop for members to contribute to the data collection and evaluation process, enabling program enhancement.
8. Data Training: Providing training to staff and volunteers involved in data collection and analysis to ensure data quality.

This plan aligns with USCBWB's mission to advance and strengthen black women business owners by utilizing data to measure impact, refine strategies, and achieve social, health, and economic equity, along with providing resource opportunities, procurement support, and education for sustainable business growth.

### **XIII. Board Governance:**

The Board Governance Plan for the U.S. Coalition of Black Women Businesses (USCBWB) outlines strategies and principles to ensure effective leadership and governance in line with the organization's mission. Key elements include maintaining a diverse board, defining roles and responsibilities, engaging in strategic planning, overseeing finances, and providing board development opportunities. Additionally, the plan emphasizes transparency, evaluation, ethical conduct, stakeholder engagement, and succession planning. This governance plan is designed to support USCBWB in advancing and strengthening black women business owners while upholding social, health, and economic equity, providing resource opportunities, procurement support, and education for sustainable business growth.

### **XIV. Diversity, Equity, and Inclusion (DEI):**

The Diversity, Equity, and Inclusion (DEI) Plan for the U.S. Coalition of Black Women Businesses (USCBWB) is designed to promote diversity, equity, and inclusivity within the organization, in line with its mission. The plan includes initiatives such as diverse leadership representation, DEI training, inclusive membership policies, diverse workforce recruitment, equitable opportunities, inclusive policies, cultural competency training, community engagement, data collection for assessment, transparent communication, and a commitment to continuous improvement. This plan aims to create an inclusive environment while advancing and strengthening black women business owners and promoting social, health, and economic equity, alongside resource opportunities, procurement support, and education for sustainable business growth.

### **XV. Continuous Learning:**

The Continuous Learning Plan for the U.S. Coalition of Black Women Businesses (USCBWB) is designed to promote ongoing learning and development among its members. This plan aligns with the organization's mission to advance and strengthen black women business owners through influence, partnerships, advocacy, and the provision of social, health, and economic equity, resource opportunities, procurement support, and education for business growth and sustainability.

Key elements of the Continuous Learning Plan include:

1. Professional Development: Offering diverse professional development programs, workshops, and courses in collaboration with experts and organizations.
2. Mentorship and Coaching: Establishing mentorship and coaching programs to connect experienced entrepreneurs with newer members.
3. Online Learning Platform: Creating an accessible online learning portal with educational resources and courses.
4. Networking Events: Organizing both virtual and in-person networking opportunities for knowledge-sharing and connections.
5. Feedback Mechanism: Gathering member feedback to tailor educational offerings and improve the learning experience.
6. Certification Programs: Developing certification programs to recognize members' expertise.
7. Collaboration with Educational Institutions: Partnering with educational institutions to provide access to higher education and scholarships.
8. Metrics and Assessment: Assessing the effectiveness of learning programs through participation rates, satisfaction surveys, and skill development assessments.
9. Accessibility and Inclusivity: Ensuring that learning opportunities are accessible to all members.
10. Promotion and Awareness: Effectively promoting continuous learning opportunities through various communication channels.

This plan aims to empower USCBWB members with the knowledge and skills needed for success in entrepreneurship, contributing to their overall well-being and business growth.

## **XVI. Annual Retreat:**

The Annual Retreat plan for the U.S. Coalition of Black Women Businesses (USCBWB) is designed to align with the organization's mission of advancing and strengthening black women business owners in the U.S. economy. The plan includes elements such as defining the purpose and objectives of the retreat, developing a comprehensive agenda with educational workshops and wellness activities, inviting expert speakers, encouraging member engagement and networking, promoting health and wellness, providing access to educational resources, collecting feedback, managing logistics and registration, and conducting post-retreat evaluations. This plan aims to empower and support members personally and professionally, fostering a supportive community while staying true to the organization's mission.

Key elements of the Annual Retreat plan include:

- Purpose and Objectives
- Content and Workshops
- Expert Speakers
- Member Engagement
- Health and Wellness
- Networking Opportunities
- Educational
- Feedback Mechanism
- Logistics and Planning

- Promotion and Registration
- Evaluation and Follow-Up

## **XVII. Reporting and Transparency:**

The Reporting and Transparency Plan for the U.S. Coalition of Black Women Businesses (USCBWB) is designed to ensure openness and accountability in line with the organization's mission. This plan includes:

### **1. Financial Transparency:**

- Regular financial reporting to board, members, and stakeholders.
- Creation of an online portal for easy access to financial documents.

### **2. Annual Audits:**

- Conducting annual financial audits by independent accounting firms.
- Sharing audit findings and recommendations with relevant parties.

### **3. Program Impact Reporting:**

- Publishing an annual impact report detailing achievements and challenges.
- Tracking key performance indicators (KPIs) related to mission objectives.

### **4. Member Engagement and Feedback:**

- Periodic surveys and feedback sessions with members.
- Establishment of an advisory council for transparency input.

### **5. Communication Strategy:**

- Developing clear communication emphasizing transparency.
- Organizing open forums and town hall meetings for direct updates.

### **6. Compliance with Regulations:**

- Ensuring compliance with financial regulations and reporting requirements
- Implementing internal checks to maintain compliance.

This plan aims to build trust among members, stakeholders, and the public by demonstrating the organization's commitment to openness and accountability while working toward its mission of advancing and strengthening black women business owners.

## XVIII. Call of Action

To streamline our organization's efforts and enhance collaboration among our dedicated members, we have restructured our committees into five core committees. These committees will work closely together to ensure the efficient operation and success of our mission. Here is our updated committee structure:

Strategic Planning and Alignment Committee (Executive Board)	Mission and Vision Committee	- Review and refine the mission and vision statement to align with equity goals.	1st and 3rd Monday of Every Month
	Financial Sustainability and Fundraising Committee	- Review financial reports and explore new fundraising opportunities.	
	Reporting and Transparency Oversight Committee	- Ensure transparency through financial reporting, audits, and program impact reporting.	
	Diversity, Equity, and Inclusion (DEI) Committee	- Promote diversity, equity, and inclusion practices within the organization.	
	Strategic Planning and SWOT Analysis Committee	Strategic Planning and SWOT Analysis Committee	
Stakeholder Engagement and Partnerships Committee	Stakeholder Engagement Committee	- Develop strategies for member, donor, partner, and community engagement.	2nd and 4th Tuesday of Every Month
	Marketing and Outreach Committee	- Execute marketing strategies and outreach efforts to raise awareness.	
Program Development and Impact Assessment Committee	Program Development and Evaluation Committee	- Plan and assess programs aimed at empowering black women business owners.	1st and 3rd Wednesday of Every Month

	Data Collection and Evaluation Committee	- Collect, analyze, and report on program data to inform decision-making.	
Membership Growth and Outreach Committee	Membership Growth and Engagement Committee	- Develop plans for expanding membership and enhancing engagement.	2nd and 4th Thursday of Every Month
	Marketing and Outreach Committee	- Execute marketing strategies and outreach efforts to raise awareness.	
	Continuous Learning and Professional Development Committee	- Plan educational programs, mentorship, and certification initiatives.	
	Annual Retreat Planning Committee	- Organize logistics, workshops, and wellness activities for the annual retreat.	
	Health and Wellness Committee	- Develop wellness programs and initiatives for members' health and well-being.	
Governance, Diversity, and Ethics Committee	Advocacy and Policy Initiatives Committee	- Research and plan advocacy initiatives and campaigns for policy changes.	1st and 3rd Tuesday of Every Month
	Board Governance and Ethics Committee	- Ensure effective governance and ethical conduct within the organization.	

# MONTHLY CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Strategic Planning and Alignment Committee (Executive Board)		Program Development and Impact Assessment Committee	Governance, Diversity, and Ethics Committee	Podcast / General Meeting	
	Monthly Members Check-In	Stakeholder Engagement and Partnerships Committee		Membership Growth and Outreach Committee	Podcast / General Meeting	
	Strategic Planning and Alignment Committee (Executive Board)		Program Development and Impact Assessment Committee	Governance, Diversity, and Ethics Committee	Podcast / General Meeting	
		Stakeholder Engagement and Partnerships Committee		Membership Growth and Outreach Committee	Podcast / General Meeting	



## Committee Meeting Schedule Feedback Survey

**Introduction:** Thank you for being a valued member of the U.S. Coalition of Black Women Businesses (USCBWB). Your feedback is essential in helping us improve our committee meeting schedule and ensure that it aligns with your needs and preferences.

### Section 1: General Information

1.1. **Name (Optional):**

1.2. **Email Address (Optional):**

### Section 2: Committee Meeting Schedule

Please review the proposed committee meeting schedule and provide your feedback on its structure and timing.

2.1. **Do you find the current meeting schedule convenient?**

- Yes, it works well for me.
- No, it doesn't work for me. (Please specify your concerns in the next question.)

2.2. **If you selected "No" in the previous question, please specify your concerns or suggestions regarding the meeting schedule:**

2.3. **Are there any specific changes or improvements you would like to suggest for the committee meeting schedule?**

### Section 3: Committee Prioritization

We understand that your time is valuable. Please indicate the committees that you prioritize or are most interested in participating in.

3.1. **Please select the top committee that you are most interested in or believe are essential for the organization's success:**

- Strategic Planning and Alignment Committee (Executive Board)

- Stakeholder Engagement and Partnerships Committee
- Program Development and Impact Assessment Committee
- Membership Growth and Outreach Committee
- Governance, Diversity, and Ethics Committee

#### **Section 4: Additional Comments**

4.1. **Is there anything else you would like to share or any specific feedback you have regarding the committee meeting schedule or any other aspect of the organization's operations?**

#### **Section 5: Contact Information (Optional)**

5.1. **Would you like to be contacted for further clarification or discussion based on your feedback?**

- Yes, please contact me.
- No, I do not require further contact.

**Conclusion:** Thank you for taking the time to complete this survey. Your feedback is highly valuable to us as we strive to create a schedule that meets the needs and preferences of our members. If you have any additional comments or suggestions, please feel free to reach out to us directly. Your input helps us improve and grow as an organization.



## **U.S. Coalition of Black Women Businesses Board Members: Give-and-Get Policy**

### **Introduction:**

As a nonprofit 501(c)(6) organization, our mission relies on the active participation and financial support of our members. Our Give, Get, or Step down Policy outlines the expectations and responsibilities of our members in terms of contributing to the organization's sustainability and mission fulfillment.

**Give:** Members are expected to actively contribute to the organization in the following ways:

- a. **Financial Contributions:** Each member is required to make an annual financial contribution, as determined by the organization's leadership or membership committee. These contributions are crucial for covering operational costs, programs, and initiatives.
- b. **Volunteer Time:** Members should volunteer their time and expertise to support the organization's activities, events, and projects. This could include serving on committees, assisting with fundraisers, or contributing to specific programs.
- c. **Skill-Sharing:** Share your skills and knowledge with the organization. Offer your expertise to help the organization achieve its goals, whether through mentoring, training, or providing professional services pro bono.
- d. **Networking:** Actively engage in networking opportunities provided by the organization. Connect with other members, potential partners, and stakeholders to strengthen the organization's reach and impact.

**Get:** Members can expect to receive benefits and opportunities from their involvement in the organization, such as:

a. Networking: Access to a diverse network of professionals, potential collaborators, and industry experts within the organization's community.

b. Professional Development: Opportunities for skill development, learning, and growth through workshops, seminars, and educational programs.

c. Advocacy and Support: Advocacy efforts on behalf of the industry or profession represented by the organization, as well as support for addressing common challenges and concerns.

d. Recognition: Acknowledgment of your contributions and achievements within the organization and the industry it serves.

**Step Down:** Members who consistently fail to fulfill their responsibilities and commitments may face the following consequences:

a. Review and Warning: Members who repeatedly fail to meet their give commitments may receive a written warning and a specified period to rectify their involvement.

b. Member Discontinuation: If, despite our best efforts and understanding, a member continues to face challenges in meeting their responsibilities after receiving a warning, we may have to, with a heavy heart, Step down on the board member/ Leadership team. This step would entail the temporary suspension of their access to the benefits and privileges that come with being a part of our organization.

c. Refund Policy: Should a member choose to leave the organization voluntarily before the end of their membership term, they may be eligible for a prorated refund of their annual contribution, subject to the organization's refund policy.

Appeal Process: Members have the right to appeal warnings or termination decisions. The organization will provide a fair and impartial process for resolving disputes and appeals.

By implementing this Give, Get, or Step down Policy, our nonprofit 501(c)(6) organization aims to ensure the active engagement, financial sustainability, and mission-driven focus necessary to achieve our goals and serve our community effectively. This policy is designed to uphold the integrity of our organization while fostering a sense of shared responsibility among our members.

## **Building Your Own Region:**

The newly proposed rule outlines the specific responsibilities of board members in recruiting and developing their designated regions, aligning these tasks with the committee handbook's guidelines. Each board member is tasked with taking ownership of the recruitment and development process within their respective regions. This includes creating and executing a recruitment strategy that complies with legal and ethical standards, allocating committee-approved resources to support regional growth, and regularly reporting progress during committee meetings. The rule also encourages collaboration among board members and stakeholders to enhance recruitment efforts.

Performance evaluation and conflict resolution procedures are established, ensuring accountability and resolution processes are in place. Continuous improvement is emphasized, promoting ongoing innovation and optimization of recruitment and regional development strategies. Periodic reviews will be conducted to keep the rule aligned with the committee's overarching objectives. This rule not only sets clear expectations but also fosters a structured and efficient approach to region-building responsibilities among board members, ultimately contributing to the organization's growth and success.