

Title: Facilitator Training Policy  
Author: WFS Chair, Jean Hrpcek

Adoption Date: 3/17/2022  
Revision Date:

**1. Purpose:**

- 1.1. To describe the training requirements for WFS Certified Facilitators (CFs).

**2. Scope:**

- 2.1. This policy applies to all volunteer Certified Facilitators for the WFS organization.

**3. Definitions:**

- 3.1. Training: Any written, live, or audio/video information that provides guidance for CFs in the running of a WFS meeting.
- 3.2. Required: Any trainings considered necessary by WFS the WFS Board of Directors and voted in as a formal resolution. All CF's will be notified via the email address on file in the WFS office of all training opportunities, required or otherwise. CF's are responsible for keeping their email address updated with the WFS office and agree to open and read emails regarding trainings.

**4. Instructions:**

- 4.1. The Board of Directors may, from time to time, determine that a topic or set of information is critical to the successful running of a WFS meeting in order to represent the organization properly in the community, create safe spaces for women to share, or any other reason.
  - 4.1.1. Any Officer or Director may propose a topic or training to the Board at a regular meeting of the Board.
  - 4.1.2. The Board of Directors will evaluate the training and determine if it is in the best interest of the women in the program to require that CFs complete the training.
  - 4.1.3. The Board of Directors will vote on a formal Resolution consistent with the ByLaws of the organization to adopt the training as required for all current and future CFs.
- 4.2. The President/CEO and/or her designee will oversee the execution of the required training.
  - 4.2.1. The President/CEO will make a plan to provide the training to all CFs. Whenever possible, and as indicated by the subject matter, the training will be offered in both live and self-directed online learning modules.
  - 4.2.2. All CFs will be informed of the new requirement as soon as the training is available. The announcement will include a deadline that all current CFs complete the training within 12 months of the first live session or launch of print/online training.

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- 4.2.3. New CFs shall be informed at certification that they should complete as many required trainings as possible before facilitating their first meeting and that they must complete all required trainings within six month of certification.
- 4.3. The President/CEO and/or her designee will monitor completion of the required trainings by all CFs.
  - 4.3.1. If half the required time has passed with no training, schedule of live session, or other response (six months for current, three months for new), a reminder will be sent via email to the CF.
  - 4.3.2. If three-quarters of the required time has passed with no training, schedule of live session, or other response (nine months for current, 4.5 months for new), a telephone call will be placed to ensure that the CF is aware of the requirement.
  - 4.3.3. At the end of the period (twelve months for current CFs, six months for new), if the CF has not completed any of their required trainings, their certification will be moved to Inactive status and they will be unable to continue acting in an official capacity as a WFS representative (including facilitating meetings). CF's will be notified of their inactive status via email.
    - If a noncompliant CF completes the training within the six-month period following being moved to Inactive status (prior to being moved to Former status), they can be moved back to Active status without re-applying for certification.
    - If a noncompliant CF does not complete the training within six-months of being moved to Inactive status, they will be moved to Former status and removed from all CF resources and will need to re-apply for certification, agreeing to complete all required trainings within six months, to begin facilitating again.
- 4.4. Trainings already required at the time of the passing of this policy must be completed by all facilitators by June 30, 2022 in order to remain in compliance with this policy.
  - 4.4.1. Current required trainings at the time of the passing of this policy include:
    - Review of Moderator's Manual
    - Healing Recovery Spaces: An Anti-Racism Training (or similar)

## 5. Distribution:

- 5.1. Posted publicly on the WFS website Governance page.
- 5.2. To be included in training documentation for Certified Facilitators.

## Policies Only:

Adopted this 17th day of the month of March in the year 2022 by resolution of the WFS Board of Directors.