**State Network Certification**

**2023**

In order for a State to receive State certification, more than fifty percent (50%) of their Local Networks must be certified. Please fill out each benchmark. State Networks that submit certification paperwork earlier in the application cycle with specific milestones that are not met by the submission date (but expected to be completed), should denote “pending, anticipated completion date by 10/1/2023. National will verify that milestones were completed.

**State Network Name:**

**Submitter:**

1. **State Network certification.** This benchmark ensures that the state network adheres (in general) to the State Network model standards.
	1. Please confirm that at least fifty percent (50%) of your local networks have submitted the certification document and you believe they will be certified. (National will verify).

**Answer**:

1. **Leadership Development and Engagement.** This benchmark ensures connectivity and engagement with all Women’s Council entities, Local, National and other States.
	1. The State President attends a minimum of two (2) National Flagship Events (Elevate - February, Midyear - May, National Conference - November). Enter President name, which events were attended and/or registered for (National will verify):

**Answer**:

* 1. The State Network provides an orientation to all 2023 Leadership teams by the end of the first quarter of the year (by 3/31/23) or in the fourth quarter of 2022. Attending the New Year Kickoff held in January 2023 fulfills this orientation requirement. Enter when/where state event was held (subject to verification by National).

**Answer**:

* 1. The State Network participates in National Leadership Identification & Development program in a comprehensive and timely manner. Enter date State recommendations were submitted to National by deadline date. (National will verify).

**Answer**:

* 1. The 2024 President and the 2024 State Liaison attend Network 360 in July 2023. Enter the names of the people who attended (National will verify.

**Answer**:

* 1. The state is committed to diversity, equity, and inclusion efforts and has specific actions to address achieving it, including, but not limited to programming, marketing and communications, and outreach with diversity-based groups. Please describe the efforts in brief:

**Answer**:

1. **Administration and Governance.** This benchmark ensures operational excellence and thorough administration to ensure network continuity annually.
	1. The 2023 officers were formally reported to National by 10/15/22 using the online form. (National will verify). Enter date officers were reported.

**Answer**:

* 1. Affiliation agreement is signed by 3/1/2023 (National will verify). Enter the date affiliation agreement was submitted.

**Answer**:

* 1. Treasurer filed taxes on time (subject to verification by National). Enter the date taxes were filed.

**Answer**:

* 1. The 2024 elections are completed and names are submitted to National no later than 10/15/23. Enter date officer’s names were sent to National utilizing online form (or expected submission date). (National will verify).

**Answer**:

* 1. The 2024 State Liaison was reported to National by 6/1/23. Enter date State Liaison name was submitted utilizing online form. (National will verify).

**Answer**:

* 1. The State Network has recent Standing Rules which are posted for public display on documents section of microsite. (National will verify). Post link here

**Answer**:

* 1. The Budget for 2023 was submitted to your National Liaison no later than 12/1/22. Enter the date budget was sent and to whom it was sent. (National will verify).

**Answer**:

* 1. Updated Strategic Plan will be submitted to your National Liaison prior to 11/1/23. Enter date (or expected date) Strategic Plan was sent and to whom it was sent. (National will verify).

**Answer**:

* 1. Network utilizes an electronic file share system. This ensures the officer teams obtain historical administrative paperwork, relevant information, and other tools to ensure continuity of operations. Briefly describe your file share system:

**Answer**:

* 1. Network has officer positions filled (and/or replaces officers in a timely fashion). List any vacancies throughout the year, and how long it took to replace the position. (National will audit microsite to ensure officer positions are filled).

**Answer**:

1. **Communications: Image and Branding.** This benchmark ensures that the network’s image is consistent and meets standards as set forth by National. NOTE: Network adheres to brand standards as outlined in [Brand Guide](https://www.wcr.org/media/1839834/final-wcr-brand-guidelines-0619.pdf)
	1. Microsite coordination between teams: 2022 and 2023 teams have coordinated microsite training, which includes but is not limited to, viewing microsite training resources on wcr.org. Enter how 2022 and 2023 teams have coordinated administration of the local microsite.

**Answer**:

* 1. Microsite is used as the State Network primary communications vehicle with current, timely and relevant information, including the following benchmarks: (current president welcome message, current strategic partner logos and links, posting of most up-to-date form fill bylaws PDFs filled in with no alternations, list of events (held or to be held) live or online, current officer photos and current key network documents are posted). Old or dated documents are removed. If benchmarks are not met, National will advise with seven (7)-day correction period. List your microsite here.

**Answer**: