



THE
VIRGINIA SATIR
GLOBAL NETWORK

**THE VIRGINIA SATIR NETWORK
BOARD MANUAL**

Revised 2023

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MISSION & AIMS

MISSION

To “further the creation of healthy and just relationships, based on the teachings of Virginia Satir.” Her teachings declare that a healthy and just relationship honors the self, the other and the context. Satir Global supports and promotes acceptance and inclusivity. All are welcome regardless of age, race, creed, nationality, religion, gender identity, sexual orientation and any other forms of inequity.

AIMS (should we change this: Objectives, Plans, Direction, Aspiration, Hope & Wishes, Goals)

- To provide an inclusive forum to support and encourage the creativity of individuals, groups and institutes in the use, sharing and development of the Satir Growth Model.
- To promote global networking of individuals and groups who espouse the teachings of Virginia Satir.
- To support efforts to transform systemic oppression and inequality.

Corporation Bylaws Pertinent Information

See the full Bylaws for more details.

The Virginia Satir Global Network is a California Nonprofit Benefit Corporation

Purpose (partial bylaws statement)

The primary objectives and purposes of the Corporation shall be to develop and transmit ways to enhance self-esteem and to increase interpersonal communication and psychosocial skills of person and systems on the local, national and international levels, including but not limited to those service agencies presently involved in health care delivery.

The Corporation is organized and shall be operated exclusively for charitable and educational purposes within the meaning of 501C(3) of the IRS Code of 1986, as amended.

Board Of Directors Responsibilities According to Bylaws

Section 5.1 General Powers

“the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.”

Section 5.2

“shall have no less than six and no more than 9 Directors. The Directors must be Members of the Corporation.”

Section 5.7 Compensation

Directors shall not receive compensation for their services as members of the Board. Nothing herein shall be construed to preclude any Director from receiving reimbursement for reasonable expenses.

BOARD RESPONSIBILITIES

Purpose

- To provide an opportunity for members to volunteer to help with the work of Satir Global
- To provide needed assistance to board members with the work of Satir Global as we grow in fulfilling our mission
- To develop potential future board members

Board Members Responsibilities

- Form committee(s) to perform tasks for the work area(s) for which Board Member is responsible.
Each Committee will include 3 members:
 - The Board Member will chair committee.
 - One SG member experienced in the work area who will help perform the work and mentor the new members.
 - One SG member who is interested in the work area who will learn the work involved by helping perform the work.
- Provide leadership, guidance & oversee the work of committee(s)
- Assist in performing committee work as necessary.
- Provide Board & Executive Committee with committee(s) status reports monthly prior to Board Meetings.
 - Committee Status Report simple format
The form for reporting is at the end of this document.
Please use this form to fill in your report and post it on Basecamp prior to each monthly Board Meeting.
 - Committee Name and Work Area
 - Committee Members and Board Representative
 - Brief Summary of Current Month's Work Performed
 - Next Month's Work Planned
 - Any Decisions or Assistance Required by the SG Board
 - File Status Report on Basecamp 1 day prior to next SG Board Meeting
- All Board Members review all committees' reports on Basecamp prior to next Board Meeting (reports will not be reviewed in Board meetings)
- Bring decisions or assistance needed by his/her committee(s) to the Board President, Executive Committee or full Board for approval or assistance
- Coordinate activities with other committees and provide assistance to other committees as requested

Ground Rules:

- The Board shall approve chairpersons and oversee the functioning of committees.
- Any decision committing to spend Satir Global funds (\$) of any amount must be approved either by the President (up to \$1,500), the Executive Committee (up to \$2,500) or the Board (any amount over \$2,500).

Guidelines for Conduct at Meetings

Express appreciations, recognize efforts, give encouragement for good work.

Give voice space to each member before a major decision.

Do process checks frequently. Any member may request process checks as needed. (Any member may request a time out for her/himself or for the group.)

When a conflict arises, slow the process down.

In times of conflict, poll the members for feelings.

Listen with respect and attention.

Show respect for different points of view.

Present ideas respectfully and briefly.

Be careful of word choice and avoid embedded blame.

Check out interpretations of verbal and non-verbal data.

Check out assumptions about other's intentions.

Ask for feedback regarding how one is coming across.

Use active listening skills.

Separate the person from the problem

Governing Process

Governance Commitment: On behalf of the VSGN membership, the Board shall govern VSGN the Virginia Satir Network with a strategic perspective, continually improving its processes and capability in order to further the mission of the organization.

Governance Style: The Board will govern by working as a unit as well as having an executive committee, individual members responsible for specific work areas and committees designated to carry out specific tasks.

Records Storage: Basecamp will be used to store documents in a sharable form. Meeting minutes, treasurer's reports, committee monthly reports, committee working documents, etc. will be stored here. Periodically records will be moved to the Haelan Centers Satir Global Archive founded and led by Johnny Faulkner in Russellville, Arkansas.

Criteria for Becoming a Board Member: A commitment to being a part of a working Board, where each member has the responsibility for a work area, a commitment to VSGN's mission and aims, an understanding and commitment to the Bylaws, a commitment to working as congruently as possible on behalf of the members, a commitment to being open to fostering diversity within the organization, a willingness to delegate and to share power in the group's decision-making process, a commitment to being prepared for Board meetings, a willingness to use a computer; availability and commitment to spend a minimum of 2 hours in monthly Board meetings and a minimum of 2 hours monthly in committee work., a willingness to participate in self-evaluation and evaluation of the Board's processes, a commitment to be available via email and to be a member in good standing. Specific skills and experience may be required for Board and Committee work.

Process Guidelines: The Board will apply the principles of the Satir Growth Model to their work both in terms of the manner in which they relate to each other, to committees and to the membership. A process observer will be assigned for each meeting and report their observations at the end.

Process Guidelines for Board to Committees: The Board will clarify assignments to committees in writing within the context of VSGN's mission and aims and keep conscious of issues such as inclusiveness and finances. For example, the Board will inform the committee as to whether they are expected to simply research an issue and report, to propose options or to make a recommendation.

Process Guidelines for Committees: Committees are expected to in some way connect before moving to business; to inform the Board of proposed projects, including identified tasks, deadlines, reporting expectations, projected expenses and administrative support needed, to receive Board approval before generating expenses, to be aware of and coordinate with other committees that may or will be impacted by their work. If differences arise, attempt to work these through using the Satir Growth Model. If this does not prove satisfactory, connect with the Executive Committee for guidance.

CODE OF CONDUCT

1. Board members must represent unconflicted loyalty to the interests of the members. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility. Any possible conflict of interest on the part of a Board member shall be disclosed to the Board. When any such interest becomes a matter of Board action, such Board member shall not vote or use personal influence on the matter, and shall not be counted in the quorum for a meeting at which Board action is to be taken on the interest. The Board member may, however, briefly state a position on the matter and answer pertinent questions of the Board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.
 - a) There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
 - b) Board must not use their position to obtain employment in the organization for themselves, family members or close associates.
 - c) Should a Board member wish to be considered for employment, the Board member must declare that intention when the position opening is announced and resign from the current Board.
3. Each Board member has a duty to protect the confidentiality of any information received by the Board and to ensure all such confidential information shall only be used as authorized by the Board.
4. Board members shall not attempt to exercise individual authority over the organization except as implicitly set forth in Board policies.
 - a) Board members' interaction with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
 - b) Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
 - c) Board members shall make no judgments of staff performance except as that performance is assessed against explicit Board policies by the official process.
5. No individual Board member shall sign any contractual agreement nor take any course of action that would put the organization's assets in jeopardy.
6. Guidelines for Conduct at Meetings
 - a) Express appreciations, recognize efforts, give encouragement for good work.

- b) Give voice space to each member before a major decision.
- c) Do process checks frequently. Any member may request process checks as needed. (Any member may request a time out for her/himself or for the group.)
- d) When a conflict arises, slow the process down.
- e) In times of conflict, poll the members for feelings.
- f) Listen with respect and attention.
- g) Show respect for different points of view.
- h) Present ideas respectfully and briefly.
- i) Be careful of word choice and avoid embedded blame.
- j) Check out interpretations of verbal and non-verbal data.
- k) Check out assumptions about other's intentions.
- l) Ask for feedback regarding how one is coming across.
- m) Use active listening skills.
- n) Separate the person from the problem.

Code of Conduct for Board Members

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3. Board members shall make no judgments of staff performance except as that performance is assessed against explicit Board policies by the official process

No individual Board member shall sign any contractual agreement nor take any course of action that would put the organization's assets in jeopardy.

Individual Code of Ethics

I hereby pledge agreement to uphold the principles and practices contained in this document and in so doing agree to represent myself and The Virginia Satir Global Network in all Business/Therapy/Coaching or prospective Business/Therapy/Coaching relationships in a professional, competent, and compassionate manner.

I further recognize and acknowledge that the standards set out in this document are intended to maintain and reflect the highest standards of personal competence, professionalism, and integrity that I hold myself to as a member of The Virginia Satir Global Network (VSGN).

It is to this end that I agree to uphold these standards to best of my ability and accept full responsibility for all my actions keeping in mind that all of my actions as a Coach/Therapist/Trainer/Representative reflect directly on those of my fellow colleagues who endorse and/or have signed this same agreement.

I further accept the principle of client confidentiality and agree in all good conscience to uphold this principle for the betterment of my clients and society in general.

As An Affiliate Member of The VSGN I acknowledge and accept that every client has all the emotional and psychological resources they need to create a more positive and fruitful life experience and that it is up to the me as a Coach/Therapist/Trainer/Representative to teach them how they can use these resources to achieve this.

My purpose as Coach/Therapist/Trainer /Representative is to help my clients apply the principles of The Satir Model to their lives and to the lives of others.

Whereas I may have other qualifications that can be drawn upon and be of benefit to the clients that I work with; I accept that as a VSGN member my role is that of catalyst, guide, helper, mentor, and assistant to my clients and that this role excludes directly advising or giving counsel to my clients unless I have been formally qualified to do so.

Professional Code of Conduct

- I will conduct myself in a way that reflects well on VSGN.
- I will not do anything that negatively impacts the public's understanding or acceptance of Coaching/Therapy/Training as a profession.
- I agree to keep my skills up to date by meeting the approved VSGN training annual requirements.
- I will honor the agreements that I make in all of my client relationships.
- I will create clear agreements with my clients that may include confidentiality, progress reports, and other required elements.
- I will respect the creative and written work of others in developing my own materials and not misrepresent them as my own.
- I will respect copyrights, trademarks and intellectual property rights and will comply with applicable laws and my agreements concerning these rights.
- I will use all VSGN representations (video audio, information, sales copy, logo, email addresses, telephone numbers, etc) only in the manner and to the extent authorized by the VSGN.
- I agree to present my VSGN credentials clearly and visibly on all of my promotional media and material and provide links to VSGN as the source of my qualifications.

Professional Conduct with Clients

- I will accurately identify and operate within my level of Coaching/Therapeutic/Training competence and will not overstate my Coaching/Therapy/Training qualifications, expertise, or experience.
- I will ensure that each client/trainee understands the nature of Coaching/Training/Therapy and the terms of the agreement between us.
- I will not intentionally mislead or make false claims about what my client will receive from the Coaching/Training/Therapy process.
- I will not give my clients or any prospective clients' information or advice I know to be misleading or beyond my competence.
- If I feel my client is no longer benefiting from our Coaching/Therapy/Training I will make it known to the client and I will suggest or make arrangements to refer to another more suitable professional.
- I will always practice in a manner that is non-discriminatory.
- In the unlikely event of a serious dispute, I will seek assistance from and keep VSGN fully informed until a satisfactory resolution is reached.
- In the unlikely event of a client complaint is made to VSGN I agree to make myself available and to cooperate fully in the search of a satisfactory resolution to the matter for all parties concerned.

Disputes/Complaints and Adherence Requirements

- With respect to the above VSGN agrees to follow standard professional protocol for the resolution of grievances and disputes and if needed those appertaining to Discipline.
- The VSGN may on occasion suggest that a Coach/Therapist/Trainer return for some retraining if it feels that there appears to be a skill deficit on behalf on the Coach/Therapist/Trainer. (Suggestions of this nature are intended to be remedial and to support the Coach/Therapist/Trainer in a positive manner)
- I accept that failure to uphold this agreement may result in my expulsion from the VSGN.

Conflicts of Interest

- I will seek to avoid conflicts between my interests, the interests of my clients and the interest of VSGN,
However if a conflict of interest or the potential for a conflict of interest arises, I will openly disclose it and fully discuss how to deal with it in whatever way best serves the affected parties.
- I will not enter into an intimate or personal relationship with my clients.

Insurance

I will ensure that my professional insurance arrangements are in accordance with and up to date.

Name in Block capitals, please: _____

Signed: _____

Date: _____

BOARD COMMITTEES

Contains More Details Regarding Each Committee's Work

Purpose

- To provide an opportunity for members to volunteer to help with the work of Satir Global
- To provide needed assistance to board members with the work of Satir Global as we grow in fulfilling our mission
- To develop potential future board members

Board Members Responsibilities

- Form committee(s) to perform tasks for the work area(s) for which Board Member is responsible.
Each Committee will include at least 3 members:
 - The Board Member will chair committee.
 - One SG member experienced in the work area who will help perform the work and mentor the new member.
 - At least one SG member who is interested in the work area, has some Satir Model training and will learn the work involved by helping perform the work.
- Provide leadership, guidance & oversee the work of committee(s)
- Assist in performing committee work as necessary.
- Provide Board & Executive Committee with committee(s) status reports on a monthly basis
 - Committee Status Report simple format
The form for reporting is at the end of this document.
Please use this form to fill in your report and post it on Basecamp prior to each monthly Board Meeting.
 - Committee Name and Work Area
 - Committee Members and Board Representative
 - Brief Summary of Current Month's Work Performed
 - Next Month's Work Planned
 - Any Decisions or Assistance Required by the SG Board
 - File Status Report on Basecamp 1 day prior to next SG Board Meeting
- All Board Members review all committees' reports on Basecamp prior to next Board Meeting (reports will not be reviewed in Board meetings)
- Bring decisions or assistance needed by his/her committee(s) to the Board or Executive Committee for approval or assistance.
- Provide assistance to other committees as requested

Ground Rules:

- Committee members must be Satir Global active members of any membership type.
- One SG member experienced in the work area who will help perform the work and mentor new members. This member will provide context and historical perspective on the committee's work area.

- All Committee decisions must be coordinated with all affected committees, the Administrative Director and the Treasurer to resolve any concerns and before presentation to the approving body.
- Committee recommendations involving income (new, revised, eliminated, etc.) must be reviewed and approved by the Executive Committee.
- Committee requests to expend Satir Global funds (\$) of any amount must be approved either by the President (up to \$1500), Executive Committee (up to \$2,500) or the full Board (any amount over \$2,500), according to our by-laws. Committee will prepare a proposal including purpose of the expenditure, needs, the \$ amount, date when needed and the QuickBooks account and class to which this expenditure will be booked.
- Committee decisions that do not involve income or expenses may be approved by the committee once coordinated as stated above and all concerns and issues are resolved in advance of implementation. These decisions should be presented at the next Board meeting to keep the Board informed.
- All actions and especially decisions related to each committee should be documents and recorded in the relevant Committee's Basecamp Project.

COMMITTEE STRUCTURE BY WORK AREA

Process Guidelines for the Board Nominating Committee

Board elections will be conducted each October. The new Board will be installed each January.

Board sets up a Nominating Committee

Step 1. The Nominating Committee is expected to invite members to send names for the Board to the committee. The invitation should include the number of positions that are to be filled, the term length for each, the qualification criteria for Board members, the names of the current members and the length of their terms, the Time Table for the election and where members can send questions. (Current Board members may also suggest names to the committee but may not nominate directly from the “floor.”)

Step 2. The Nominating Committee develops a slate.

Step 3. The Nominating Committee announces the slate to the members. The announcement contains personal statements from the nominees. The statements should include: a picture, the name for the ballot, a description of the person’s current family, education and work experience, connection to VSGN and what the nominee sees that she/he could contribute to VSGN by being on the Board.

Step 4. Ballots are emailed to the members.

Step 5. The Ballots are emailed to the Administrative Director. Ballots are then counted by the Nominating Committee.

Step 6. The Chair of the Nominating Committee reports the results of the election to the President of the Board.

Step 8. The Nominating Chair gives a report to the Board regarding the election, i.e., how many voted by which vehicle, along with any areas of concern, or recommendations for future elections.

Step 9. The Nominating Committee conducts the changing of the Board at the Annual Meeting.

Step 10. The newly elected Board members begin their term the Board in the following January. New Board Members will be provided with training to provide them with context, background and history of the organization.

Retiring Board members will offer to mentor new Board members for approximately 3 months.

*See Appendix for instructions and forms for counting the ballots.

BOARD & COMMITTEE STRUCTURE



BOARD & COMMITTEE STRUCTURE FOR 2024

The Virginia Satir Global Network Board, Committees and Subcommittees

General Information

The Board is elected by the members for 3-year terms starting in January.

Board members are uncompensated volunteer members of the organization committed and willing to give of their time and talent to support and spread the Satir Growth Model. Each Board member will chair one or more committees as required by the bylaws to accomplish the work of the board and committees.

The Board meets once a month, typically on the 3rd Sunday from 8:00 to 10:00am Pacific time.

Committees and Subcommittees are comprised of uncompensated volunteer members of the organization committed and willing to give of their time and talent to support specific work areas of the organization.

Committee chairs seek to recruit volunteers interested in the work of their committee and subcommittees. A person may serve on one or more committee and/or subcommittee. Committees decide their meeting schedule.

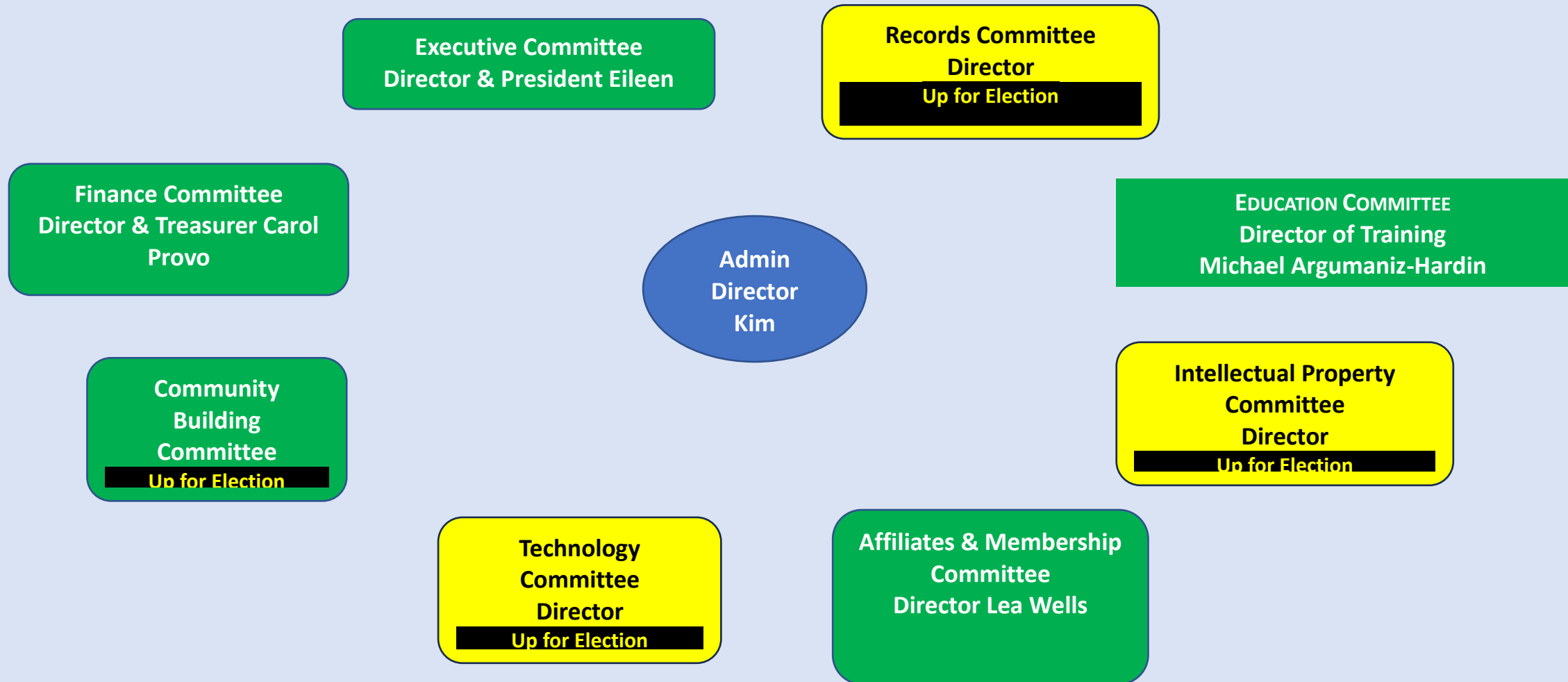
Committees report to the Board in accordance with the bylaws and policy manual.

They work as a cohesive team to coordinate activities and support each other and the whole organization.

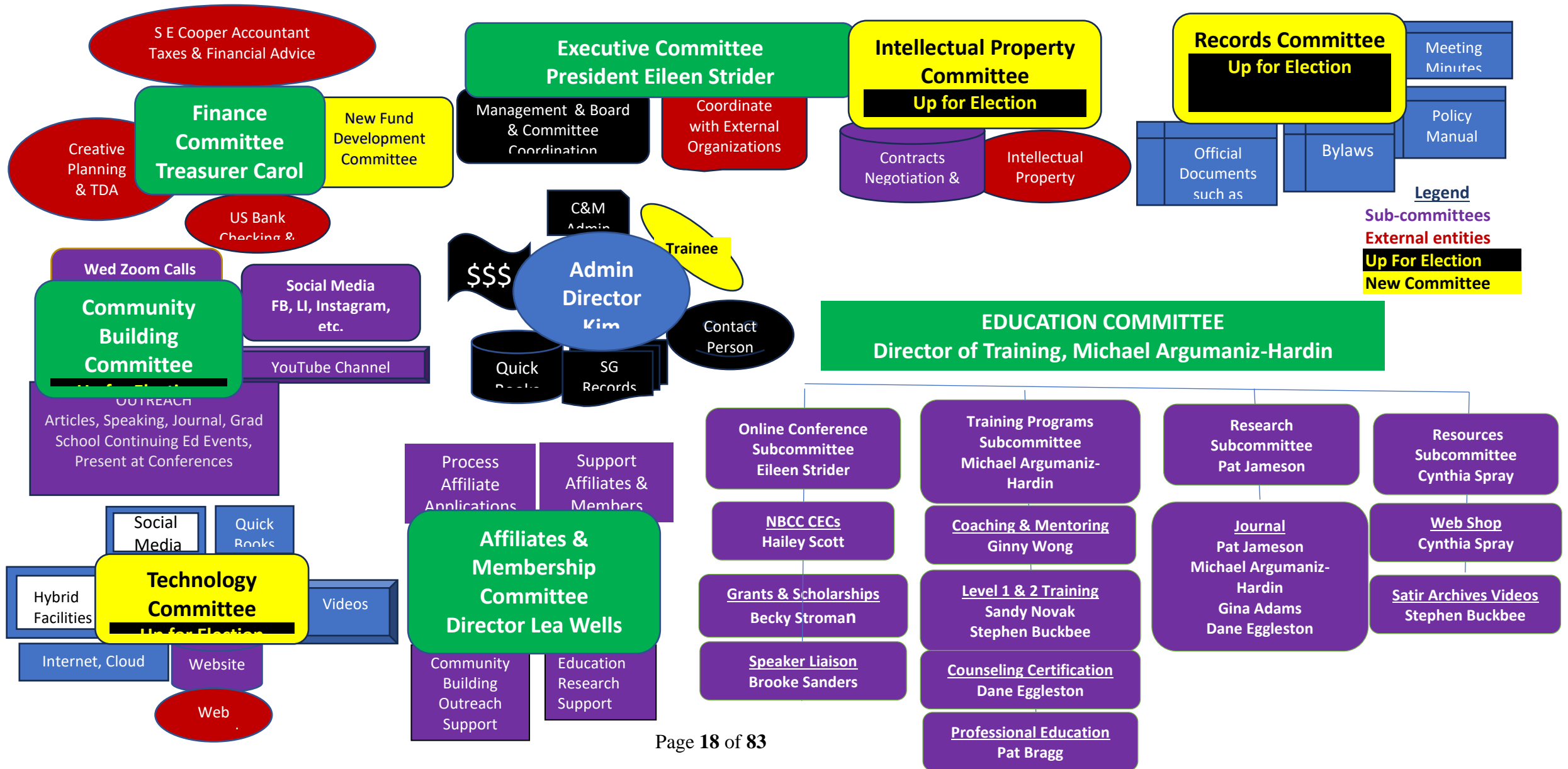
The amount of time spent on committees and subcommittees varies based on the work of each committee.

Volunteers give the time they can based on their individual life circumstances. Volunteers do not commit to a specific term and can resign from a committee as needed or desired.

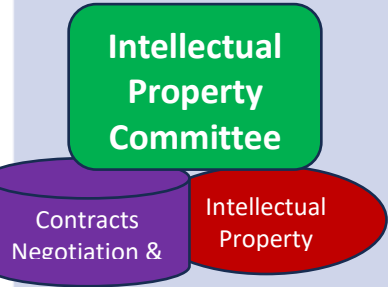
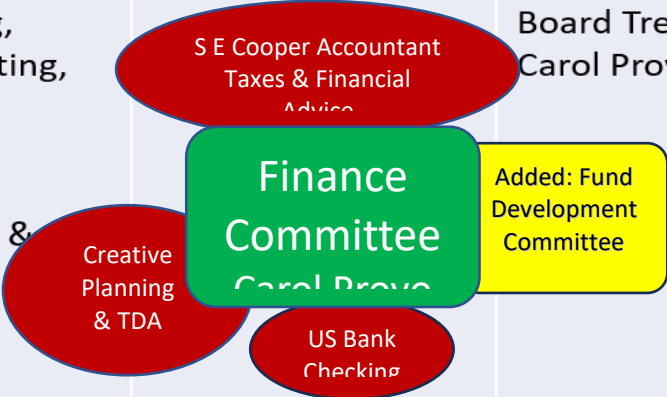
THE VIRGINIA SATIR GLOBAL NETWORK BOARD STRUCTURE 2024



BOARD COMMITTEES AND SUBCOMMITTEE STRUCTURE 2024



Committee	Roles	Skills Required	Existing, Modified or New	Board Chair
<p>Executive Committee</p> <div data-bbox="201 649 524 771" style="background-color: green; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Executive Committee</div> <div data-bbox="120 771 349 852" style="background-color: black; color: white; padding: 5px; border-radius: 10px; display: inline-block; margin-left: 10px;">Management Oversight</div> <div data-bbox="362 771 564 925" style="background-color: red; color: white; padding: 5px; border-radius: 10px; display: inline-block; margin-left: 10px;">Coordinate with External Organizations</div>	<ul style="list-style-type: none"> • Facilitate monthly Board Meetings and Annual Meeting • Monitor SG’s organizational performance and initiate changes if needed. • Facilitate Executive Committee meetings as necessary with Secretary and Treasurer • Actively connect with members & affiliates • Build and assist with building new relationships. • Support Board members and their committees • Support initiation of new services and products 	<ul style="list-style-type: none"> • Leadership experience using a non-hierarchical manner. Non-profit experience is valuable. • Management experience of not-for-profit organization which is led by a working board. Organization is highly integrated and growing. • Experience making organizational decisions in a participative and collaborative style. • Relationship building skills 	<p>Modified Committee</p> <p>Vice President also serves as a Committee Chair</p> <p>Contract management moved out of this committee</p>	<p>Board President Eileen Strider</p>

Committee	Roles	Skills Required	Existing, Modified or New	Board Chair
<p>Intellectual Property Committee</p> 	<ul style="list-style-type: none"> Oversee the development & negotiation of contracts for books, translations, publications as well as other contracts including insurance, apps, web, legal, etc. Store all contracts. Follow-up that contract terms are being met. Coordinate financial terms of these contracts with the Finance Committee. 	<ul style="list-style-type: none"> No need to be an attorney; use publishing terms document and standard publishing agreement as well as permission to use document. Develop, negotiate, track and manage contracts. Use of Intellectual Property Attorney on an as needed basis. Follow-up to ensure contractual terms are met. Maintain software licenses & subscriptions Ability to use storage software such as Google docs, iCloud, Basecamp, etc. 	<p>New: contract management.</p>	<p>Open Board Vice President position Steven Buckbee's term completed.</p>
<p>Finance Committee Chaired by Board Treasurer</p>	<ul style="list-style-type: none"> Oversee investments, banking, profit & loss, balance sheet, monthly reporting, taxes Development Fund development to support Satir Global overall as well as specific to needs. 	<ul style="list-style-type: none"> Understand financial planning, QuickBooks accounting, investing, banking and money raising Best if US citizen for access to accounts Ability to develop, implement & track fund raising initiatives for financial support. 		<p>Board Treasurer Carol Provo</p> <p>Added: Fund Development Committee</p>

The Virginia Satir Global Network Committee Roles and Skills Required

Committee	Roles	Skills Required	Existing, Modified or New	Board Chair
<p>Records Committee Chaired by Board Secretary</p>	<ul style="list-style-type: none"> • Maintain important organization records including meeting minutes, bylaws, policy manual, Satir’s will, legal documents, tax returns, etc. • Record meeting minutes • Familiar with bylaws and advises Board regarding bylaws. • Familiar with policy manual, updates as needed and advises Board and Committees regarding application of policies to activities and decisions. • Collects and stores all important and legal documents physically safe place and in cloud storage accessible by Board and committee members as needed. 	<ul style="list-style-type: none"> • Ability to document minutes of Board and Executive Committee meetings as well as other meeting when requested. Publishes minutes in Basecamp, cloud storage and physically in a safe place. • Skilled in use of Basecamp and cloud storage, content organization and access/permissions <div style="text-align: center; margin-top: 20px;"> <p>The diagram features a central green rounded rectangle with the text "Records Committee Secretary" and "Up for Election" below it. Surrounding this central box are five blue rectangular boxes representing documents: "Meeting Minutes" (top right), "Policy Manual" (middle right), "Bylaws" (bottom right), "Official Documents such as VS Will" (bottom left), and "Official Documents such as VS Will" (middle left).</p> </div>	<p>Added records management including bylaws, policy manual as well as important and legal documents.</p>	<p>Open Board Secretary position Pat Bragg’s term completed.</p>

9/6/2023

Prepared by Eileen Strider

6

The Virginia Satir Global Network Committee Roles and Skills Required

Committee	Roles	Skills Required	Existing, Modified or New	Board Chair
<p data-bbox="258 505 553 695"> Affiliates & Membership Committee Lea Wells </p> <div data-bbox="228 691 389 813" style="background-color: #800080; color: white; padding: 2px;"> Community Building Outreach Support </div> <div data-bbox="405 691 561 837" style="background-color: #800080; color: white; padding: 2px;"> Education Research & Student Recruiting Support </div>	<ul style="list-style-type: none"> • Focus on supporting the Community Building Education Committees’ activities such as Outreach, Zoom Calls, Resources and Research activities by reaching out to affiliates and members. • Process requests for new affiliates • Welcome new affiliates, members and social media members such as Facebook Group, etc. • Support affiliates or individual members as needed. • Communicate with affiliates and members as requested by the Board or a committee. • Update affiliate & membership policies with Board approval. 	<ul style="list-style-type: none"> • Ability to stay connected with the Community Building and Education Committees to understand their needs and solicit support for them. • Ability to build relationship in a Satir “Making Contact” manner with affiliates, institutes and individual members using whatever communication vehicle works. • Ability to understand the history and nature of Satir Global’s relationships with affiliates, institutes and members. 	Modified to add support for specific needs of the Community Building and Education committees.	Lea Wells Maggie Gitu’s term completed.

The Virginia Satir Global Network Committee Roles and Skills Required

Committee	Roles	Skills Required	Existing, Modified or New	Board Chair
Community Building Committee	<ul style="list-style-type: none"> Initiate, plan, facilitate and manage activities to support Satir Global’s existing community as well as outreach to potential new organizations and individuals for Affiliates, Members and Education related relationships for training, resources, conferences & research including: Wed Zoom calls with video recordings posting and access on website Administer social media accounts such as Facebook, Instagram, LinkedIn, etc. Administer YouTube Channel Outreach in the forms of a journal, articles, speaking at conferences, continuing education events, etc. 	<ul style="list-style-type: none"> Connecting, planning, facilitating and managing skills with Affiliates & Members as well as external organizations & individuals. Ability to create and administer Zoom, Vimeo, Facebook, Instagram, LinkedIn, and YouTube as well as any additional technology adopted in future Experience developing a journal with both peer reviewed and non-peer reviewed articles. Produce videos and publish on YouTube, website and other places as identified Ability to connect with and build relationships with external organizations and individuals including universities, colleges, schools of social work and family therapy, continuing education departments, non-profits and conference planners, researchers, etc.. 	<p>Modified to add Outreach activities</p> <div style="text-align: center;"> <p>The diagram features a central green rounded rectangle with the text "Community Building Committee" and "Up for Election" below it. To its left is a purple rounded rectangle labeled "Wed Zoom Calls". To its right is a purple rounded rectangle labeled "Social Media FB, LI, Instagram, etc." and a blue rounded rectangle labeled "YouTube Channel". Below the central green box is a purple rounded rectangle labeled "OUTREACH" with sub-points: "Articles, Speaking, Journal, Grad School Continuing Ed Events, Present at Conferences".</p> </div>	Open Board position Steve Buckbee’s term completed.

9/6/2023

Prepared by Eileen Strider

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Committee	Roles	Leadership Skills Required	Existing, Modified or New	Board Chair
Education Committee	<p>Committee organized into sub committees, overseen by the Education Committee to provide Satir training for therapists, social workers, clinicians, professionals & leaders to learn & apply this model in their personal & work lives.</p> <ul style="list-style-type: none"> • First focus is on training in the USA. Provide curriculums that span beginning to advanced Satir training as well as offer conferences & specialized training such as Coaching & relevant topics • Training will be offered in person, online and hybrid. • Oversee Training Programs, C&M, Online Conferences, Research, & Resources including Website Shop & Training Programs 	<ul style="list-style-type: none"> • Deep knowledge & experience of the Satir Growth Model. • Planning & development experience including curriculum & course development. • Educational material development experience • In person, online and hybrid delivery methods experience. • Ability to work collaboratively in a respectful & collaborative manner with Affiliates & individuals • Ability to acquire/develop and manage training and support staff. 	Modified to add Research, Counseling Certification, Business and Leadership Consulting	Board position filled in 2023 by Michael Hardin replacing Gundolf Strehl Michael needs to run for election to the Board.



<p>Technology Committee</p> 	<ul style="list-style-type: none"> • Research, plan, design, install, set up, administer and maintain technology used by VSGN including Internet, website, online meeting/chat (Zoom) video (Vimeo and YouTube), social media (FB, Instagram, LinkedIn, etc.), QuickBooks bookkeeping, cloud storage mail chimp and any new technology such as hybrid meetings. apps 	<ul style="list-style-type: none"> • Experience working in a supportive way with committees to understand their technology needs/requirements and meet their needs. • Work in a way that will serve the entire Satir Global organization so as not to create technical or data silos. • Experience using requirements to find solutions (hardware, software, network and security) that meet the needs in a cost-effective manner. • Develop recommendations for the Board to make financial and management decisions wisely and efficiently. • Experience working with vendors to purchase/subscribe their products and services as well as to support and maintain the products being used. 	<p>New Committee to consolidate technology support into one committee</p>	<p>New Board Director</p>

ADMINISTRATIVE DIRECTOR RESPONSIBILITIES

(Part Time Employee)

Executive and Board Support

- Handle logistical arrangements for VSGN Board Meetings and teleconference meetings.
- Review, format and distribute communications from the President to the Board, the membership, institutes and the general public through the website, email and written form as appropriate.
- Receive overall direction and priorities from the President based on plans for functional areas; raise work schedule priority issues to the President for prioritization as necessary.
- Update and maintain the website. If technical assistance is needed, VSGN may require additional contracted technical web support as we have used in the past.

Administrative Support

- Minutes: Assist Secretary in formatting and distributing the minutes. Update the website as requested by the Secretary.
- Update the Bylaws and Board Policy Manual as requested by the Secretary. This will require retrieving the file from VSGN's attorney in order to perform the updates. If necessary, provide updated files to the attorney for official record keeping and any California reporting requirements.
- Records: Keeps the records for minutes and motions. Ensures they are signed and dated by the Secretary.
- Other Documents: Keeps other records and documents as required and as requested by Board Members. Ensures documents are signed and dated by the appropriate officer(s).
- Elections: Provide administrative support to the Secretary and Election Committee for Board elections once a year as described in the Elections manual.
- Intellectual property: Keep accurate records of VSGN's intellectual property. Maintain VSGN's registration, fees and follow-up for all kinds of intellectual property (trademarks, copyright and royalties). Grant permission to use intellectual property within the authority and guidelines set in the Board Policy Manual. Contact the Secretary when a permission request is outside granted authority; the Secretary will then take the request to the Executive Triad for a decision.

Bookkeeping, Banking and Bookstore Support

- VSGN Bank Account: deposit money collected from dues, registration, bookstore, etc.; has check signing authority on VSGN's bank account within the limits set by the Board & as approved in the budget; monitor the account balance, reconcile the bank accounts monthly. Notify the Treasurer if additional funds are needed from VSGN's investment account by providing a cash flow projection report.
- Accounts Receivable: receive money via web site, phone or mail in the form of checks, cash or credit cards; record all transactions in the accounting software file, send payer a receipt if needed, deposit funds in VSGN's bank account as soon as possible. Bookstore related sales are included.
- Accounts Payable: receive bills/ invoices and pay bills on time from the VSGN bank account. If an expense is over the limit of authority for check writing or not within budget, the Treasurer's approval will be required before the expenditure is incurred and the bill/invoice is paid. Record all payments in the accounting software file.
- Bookstore: Handle sales transactions, inventory, order filling and shipping and related bookkeeping.
- Budgeting: work with the Treasurer to prepare the annual budget, the investment withdrawal needs and future year budget projections. Set up the budget in the accounting software file. Monitor the budget on a monthly basis. Review the budget with the Treasurer once per quarter. Notify the Treasurer of any actual or anticipated budget overruns by budget category as soon as an overrun is identified.
- Reporting: provide Treasurer with regular monthly reports and special reports upon request. Monthly regular reports include budget to actual profit and loss statement and a balance sheet.

- Investment Management: Notify the Treasurer if additional funds are needed to cover expenses. Treasurer will notify UBS in writing of the needed funds. The investment company will deliver the funds from VSGN's account either by check or wire into VSGN's bank checking account.
- Taxes: provide tax accountant with files as well as any paper documentation necessary for tax preparation.
- Update website with financial information content as provided by the Treasurer.

Expectation: All accounting files will be up to date for each month by the end of following calendar month. If for any reason, this is not possible, the administrative support person will notify the Treasurer immediately. Any financial questions or issues should also be raised immediately with the Treasurer or Executive Triad for resolution.

Affiliate, Institute and Membership (AIM) Support

- Work with Affiliate, Institute and Membership Director to support affiliates, institutes and membership recruitment and renewal activities.
- Collect and record in the accounting software in an accurate and timely manner all monies from institute dues. Deposit money collected.
- Update the website with institute content provided by the AIM Director.
- Update and maintain Institute Roster, including contact information.
- Maintain the institutes' private list serve contact information.
- Update website with membership content as provided by AIM Director.
- Send out dues renewal notifications, reminders and final letters to affiliates, institutes and members.
- Collect and record in accounting software in an accurate and timely manner all monies from membership dues. Deposit money collected.
- **Send out new member packets created and prepared by Membership Committee.**
- Update and maintain Membership Roster.
- Provide AIM Director with monthly updates on membership recruitment and renewal of dues.
- Provide phone support to members, institutes and calls from the general public requesting information

Finance Support

- Work with the Finance Director to implement development activities.
- Update the website content related to fund development activities as provided by the Treasurer.
- Collect and record in the accounting software in an accurate and timely manner all monies from fund development activities and contributions of any kind. Deposit money collected.
- Update and maintain records on contributions of all kinds.
- Provide Treasurer with Monthly and Year-to-date P&L, Balance Sheet and Class reports
- Set up in QuickBooks any new accounts and classes as requested by Treasurer
- Provide special financial reports as requested by Treasurer

Education Support

- Handle administration related to continuing education credits for the educational program, classes and conferences, etc. This includes maintaining VSGN provider status and paying related fees as well as issuing and maintaining the required records and reports for continuing education credits. **(THIS MUST BE EDUCATIONAL DIRECTOR'S WORK or a qualified designee of the Education Director.)**
- **Update the website with conference information as provided by the Educational director. (This should be done by Educational Committee)**
- Track income and expenses by QuickBooks class and sub classes as requested

Community Building Support

- Format, edit and update the website with newsletters at least 3 times during the year, bulletins and other content provided by the Director.
- Prepare mailings (both email and postal mail) as requested by Director.
- Track income and expenses including by class if requested.

Coaching and Mentoring Program Support

- Support this committee with administrative and Satir CMP membership support.
- Collect and record fees paid such as memberships and fees,
- Provide reports from website and Quickbooks data as requested.
- Track income and expenses by Class
- Provide membership and financial reports as requested.

BOOKSTORE PROMOTION POLICY

Purpose: To describe the process for The Virginia Satir Global Network (hereafter referred to as Satir Global) to promote a product(s) of an Individual Member.

Who Can Participate: Current Individual Member by signing the Memorandum of Understanding.

Promotion Types Available:

- Type One: Free promotion on Satir Global Facebook page, LinkedIn group, website Blog page and weekly News Flash at least one-time.
- Type Two: Includes Type 1 plus a product listing in the Satir Global website Shop that includes a link to the seller's website.
- Type Three: Includes Type One plus a product listing with purchasing capability in the Satir Global website Shop.

See Details below for each promotion type.

TYPE ONE

Description: Promotion on Satir Global's Facebook page, LinkedIn private group, Satir Global website

Blog page and Satir Global Weekly News Flash mailing.

Frequency of Promotion: At least one promotion. More than once can be requested. Satir Global will

consider your frequency request and notify you of the frequency approved.

Fee: Free

Member Responsibilities:

✓ The member must hold the copyright for the product and if someone other than the member

has publishing rights, a written statement from the publisher giving Satir Global permission to promote and/or sell the product will be provided to Satir Global.

✓ Product must reference and/or advance the work of Virginia Satir in a meaningful way.

✓ Request Satir Global to promote your product by emailing Satir Global at office@satirglobal.org.

✓ Will coordinate with any other parties involved such as a co-owner, publisher, photographer, artist, etc. as necessary.

✓ Provide the following information about your product: Name/Title, Medium (book, poster, video, etc.), image suitable for website posting, suggested wording for promotional material.

✓ Must maintain membership in Satir Global for the duration of this agreement.

Satir Global Responsibilities:

✓ Review request and determine appropriateness of promoting the product in keeping with our mission and this policy.

✓ Determine timing for promoting the product in relation to other promotional priorities.

- ✓ Prepare material for each medium using material and images provided by the requestor.
- ✓ Promotion will include a Satir Global disclaimer of liability. (See statement below.)
- ✓ Post promotion on Satir's Facebook page, LinkedIn group, website Blog page and email News Flash. These promotions may or may not all occur exactly at the same time but within close proximity date wise.
- ✓ Notify the requestor of the date(s) the promotion will appear.
- ✓ Satir Global may revoke/remove a promotion at any time at the Satir Global Board's discretion.

TYPE TWO

Description: Includes Type One promotion and in addition a product listing in the Satir Global Shop

including a link to where it can be purchased.

Frequency of Promotion: Same as Type One plus a one-year product listing in the Satir Global Shop.

Fee: An administrative fee of \$100 to cover office and programming cost of adding the product listing to

the Shop, due upon acceptance of the request. Upon the one-year Shop listing expiration, Satir Global

may request that the Member reauthorize the link, at which time the annual fee of \$120.00 will be due.

If the requestor declines to renew including payment within 30 days of notice, the product listing will be

removed from the Shop.

Member Responsibilities:

- ✓ All responsibilities listed under Type One
- ✓ Provide a description and image of the product appropriate for the Satir Global Shop and to be approved by the Satir Global Board.
- ✓ Provide a web link to where the product may be purchased.

Satir Global Responsibilities:

- ✓ All responsibilities listed under Type One
- ✓ Add the product to the Satir Global website Shop using approved product description, image and link provided by the requestor.
- ✓ May revoke/remove product listing from the Satir Global website Shop at any time at the Satir Global Board's discretion.

TYPE THREE

Description: Includes Type One promotion as well as listing and selling of the product in the Satir Global website Shop.

Frequency of Promotion: Same as Type One plus a one-year product listing for sales in the Shop.

Fee: An administrative fee of \$100 to cover office and programming cost of adding and maintain the product listing to the Shop and handling of sales due upon acceptance of the request. Upon the one year

Shop listing expiration, Satir Global may request that the Member reauthorize the sale of the product, at which time the annual fee of \$100 will be due. If the requestor declines to renew including

payment within 30 days of notice, the product listing will be removed from the Shop and any remaining

inventory will be returned with the shipping cost paid by the requestor.

Sales: Satir Global Board establishes the sale price of the product unit, including a mark up to a profitable level. If the requestor does not accept the sale price set, the agreement will not proceed.

Buyer pays the shipping cost determined by Satir Global.

Member Responsibilities:

- ✓ All responsibilities listed under Type One
- ✓ Provide inventory in trust to Satir Global to be used to fulfill sales orders. Replenish inventory upon request by Satir Global.

- ✓ Pay cost of shipping inventory to and from the Satir Global Order Fulfillment Center.

Satir Global Responsibilities:

- ✓ All responsibilities listed under Type One
- ✓ Handle Shop sales and shipping/handling of the product to the buyer.
- ✓ Make payments quarterly to the requestor for the actual number of products sold. The amount paid will be the set sales price minus the markup times the number of units sold.
- ✓ The usual 10% sales discount will be offered to Satir Global members.

SATIR ARCHIVES

Background

The Satir Archives are part of the Haelan Centers. The Haelan Centers is a 501 C (3) founded and operated by Johnny Faulkner. The Haelan Centers includes a Training Center, Therapist Services and Archives which includes archives for Virginia Satir materials, The Virginia Satir Global Network organization, the IHLRN organization and other therapy models. The Virginia Satir materials include documents and organizational records as well as video and audio recordings and other donated materials such as posters. The following agreement documents the relationship between The Virginia Satir Global Network (VSGN) and the Haelan Centers.

MEMORANDUM OF UNDERSTANDING Between Virginia Satir Global Network and The Haelan Centers

MOU Intent

The intent of this MOU is to document an arrangement for The Haelan Centers (home of the Satir Archive and Learning Center) to store the Virginia Satir Global Network (referred to as VSGN and formerly as AVANTA) records on their behalf.

Parties

The parties involved in this agreement include The Haelan Centers and VSGN.

Time Period

The agreement commences on January 1, 2022 and will end when either party terminates the agreement for any reason.

Responsibilities

VSGN has placed organizational material in file boxes which may include documents, images, audio/visual recordings, etc. in The Haelan Centers facility housing the Satir Archive. Among the materials placed are financial and historical records. They may continue to provide new materials over the period of this agreement.

The Haelan Centers will maintain, organize and store these materials as a Collection in the Satir Archive facility. For historical materials, the archive may update aging technology-stored materials to current technology, as necessary, to provide continued access to the materials in the future. According to necessity, The Haelan Centers will move historical materials to archival quality storage containers. The archive will provide access to any of these materials to, and at the request and expense of VSGN.

Disclaimers

The Haelan Centers will inform VSGN of any materials beyond recovery to current technology as this information is determined. VSGN will not bear total operational cost for the archive facility, as the Archive is a shared archival facility with other collections.

Financial Arrangements

VSGN agrees to review finances at the end of the fiscal year, and if in good financial standing, at the fiscal discretion of the executive committee, to pay The Haelan Centers, the sum of up to \$3,000 every six months for storage and for material supplies purchased to provide the services listed above. The Haelan Centers will upon request, provide an invoice for this amount to VSGN every six months beginning on January 1, 2022.

Risk Sharing

Neither party shall hold the other liable for accidental damage or destruction of any of these materials due to fire, water damage or any other natural or unforeseen event.

Signatures


Dr. Johnny Faulkner, Director Date

The Haelan Centers

 3/30/2022
Eileen Strider, Board President Date

The Virginia Satir Global Network

PROJECTS

Guideline for Project Proposal

(Revised April 2010/Long Beach Board meeting)

The Virginia Satir Global Network (referred to below as VSGN) recognizes the value of products and programs that continue the teaching and practice of the Satir Growth Model and Process. We take seriously our responsibility for overseeing Virginia Satir's gifts of her copyright, the use of her name and financial resources.

Types of Projects

Program – an activity such as teaching a workshop, developing a training curriculum or offering an

Internet training course. A program might be an educational/training event that can be done in a

facility or on the Internet and can be done by individuals and/or in cooperation with VSGN.

Product – a tangible item such as a book, manual, poster, video, CD, DVD and translations.

Submitting a Project Proposal

Please submit the **Project Proposal** form to the VSGN office.

GUIDELINES FOR FORMING A SATIR AFFILIATE/INSTITUTE

Request the applicants provide the following information (on a separate piece of paper):

1. Mission (goal or purpose of the organization). (This should be educational in nature.)
2. Name of a contact person for the Affiliate/Institute including address, telephone number and email address.
3. Names of others involved in starting the Affiliate/Institute.
4. The proposed name for the Affiliate/Institute. *(The use of the Satir name is granted initially for a period of two years by the VSGN Board to those who want to set up an Affiliate/Institute as a non-profit or for-profit legal entity. If no progress is demonstrated in forming the legal entity after two years, permission to use the name is withdrawn.)*
5. The Affiliate/Institute's official address, telephone number, email and website, when available. *(Please indicate when these will be available and that they will be forwarded to the VSGN Board in due course.)*
6. The name of an VSGN member, address, phone and email who will work to assist in establishing the affiliate/institute.
7. The legal requirements of the local jurisdiction that have to be followed to set up a not-for-profit or for-profit affiliate/institute (or local equivalent) and remain in good standing.
8. The affiliate/institute will send documentation of incorporation or similar designation to the VSGN Board within the two year limit.
9. The affiliate/institute agrees to pay annual dues to VSGN, currently set at \$200 US in recognition of its link to VSGN and where applicable the use of the Satir name.
10. The organization will send to VSGN a copy of any certificate or brochure which uses the VSGN name. *(This is to keep VSGN informed of the use of its name.)*

I have read the guidelines and will follow them in the formation of the Institute.

Signed: _____ Date: _____

Please make a copy for your record and send the original completed application to VSGN (The Virginia Satir Global Network).

GUIDELINES FOR BECOMING A SISTER ORGANIZATION

Criteria:

1. The organization will have the recommendation of an VSGN member who has had a direct or positive experience with the organization.
2. The organization does not use the Satir name.
3. VSGN has an ongoing relationship with the organization as evidenced by a past history of constructive collaboration.
4. The organization shares similar philosophical principles in their worldview and/or mission to that of VSGN.

Process:

1. An VSGN member(s) in good standing will make a written recommendation for the organization to the VSGN Board.
2. The application will be reviewed and approved by the VSGN Board.

Current Sister Organizations are:
IHLRN (2010/11)

GUIDELINES FOR VSGN INTELLECTUAL PROPERTY

The Virginia Satir Global Network owns the copyright to Virginia Satir's materials and the following service marks and trademarks: The Virginia Satir Global Network ® and flame logo, Virginia Satir's ®signature, and the name, Virginia Satir ®.

Anyone requesting permission to use any materials that are registered as trademarked, or copyrighted by The Virginia Satir Global Network, or the names "Satir" or "Virginia Satir", needs to submit a written request to the Administrative Director of VSGN and include a statement of the material to be used, a description of how it will be used and a description of the end product in which it will appear. Other parties involved in the production or publication of the product such as publishers, universities, etc., should also be identified.

After receiving the request, the Administrative Director will review the request, seeking the advice of the Secretary and others, if needed.

The requestor will be notified of VSGN decision. If permission for use is granted, he/she will be sent an agreement to sign and return which outlines the terms and conditions of the permission and the use. This agreement is based on VSGN policy as stated below:

Permissions are granted on a one-time only basis for a specific use. Each new use for a future edition, revision, alternative format and/or media, etc., must obtain a new permission.

The name "Satir" or "Virginia Satir" cannot be used as a personal business name.

Acknowledgement must be given to The Virginia Satir Global Network in the method specified with the permission.

A minimum one-time fee of \$100 is requested for use in any product that is for "profit." Appropriate donations are requested for not-for-profit use.

Anyone wanting to use "Satir" or the "Virginia Satir" name for a group, organization or institute must contact the Administrative Director to obtain the guidelines and submit the appropriate documentation.

TRANSLATION, PUBLICATION AND SALES LICENSING AGREEMENTS

When requests are received to translate, publish and sell a book, poster or other media copyrighted by VSGN, a licensing agreement should be negotiated and signed by both VSGN (known as licensor) and the requesting party (known as licensee).

The standard licensing agreement **TRANSLATION AND PUBLISHING RIGHTS LICENSING AGREEMENT (Appendix Item ?)** should be used for contracts. This standard licensing agreement was prepared by intellectual property attorney Jonathan Kirsch. He may be contracted (for a fee) for assistance as needed.

Jonathan Kirsch

Phone (310) 785-1200

Email jk@jonathankirsch.com

Address: 1880 Century Park East, Suite 515, Los Angeles, CA 90067

Process to create such an agreement is as follows:

1. VSGN representative will work with the requestor using the document titled **Book Translation and Publishing Contract Terms** (See Appendix) to reach agreement on all terms. If necessary, a translator will be arranged to facilitate this work.
2. Once the terms are agreed to, the VSGN representative revises the standard licensing agreement to enter the agreed to terms.
3. Optional: Intellectual property attorney reviews and recommends any changes to VSGN.
4. The requester receives and signs the licensing agreement.
5. VSGN representative signs the licensing agreement.
6. The signed agreement is filed with the VSGN office.
7. The Administrative Director adds this agreement to the **Contracts Record** document.

Agreement Tracking and Follow-up TO BE DEFINED

Agreement Amendment or Extension

Agreements may be amended to upon the agreement and signature of both parties. Upon expiration of the time period of an agreement, at the request of the licensee, the agreement may be amended to extend the time period of the contract and other terms agreed to by both VSGN (licensor) and the licensee.

AWARDS

Living Treasure Award

A Living Treasure has made a significant contribution to the VSGN organization and its mission. It may be granted annually with the recipient elected by the Board from nominations sent to the President from the membership. To date, the following have received this award.

- 1983 Jane Gerber
Joan Herrick
- 1988 Yetta Bernhard
- 1990 Meryl Tullis
- 1991 Johanna Schwab
- 1992 Marilyn Peers
- 1994 Carmen Lara
- 1995 Laura Dodson
- 1996 Bill Kelly
- 1997 Mel MacNeil
- 1998 Les Rhodes
- 1999 Margarita Suarez
Hilda Richards
- 2000 Joe Dillon
Hugh Gratz
- 2001 Sharon Loeschen
Nancy Macdonald
- 2002 John Banmen
- 2003 Selena Sermeno
- 2004 Jean McLendon
Karen Krestensen
- 2005 Maria Gomori
- 2006 Robert Spitzer
Connie Lundgren
Gloria Taylor
- 2007 Hana Scibrayova
- 2008 Louis Witt
- 2009 Eileen and Wayne Strider
- 2010 Sandy Novak
Grace Yung
- 2011 Marie Lam
- 2012 Maureen Graves
- 2013 Steve Buckbee
- 2015 Janet Christie-Seeley
- 2016 Diana Hall
- 2017 Bud and Michele Baldwin
- 2019 Jesse Carlock

Outstanding Service Awards

- 2021 Darya Haitoglou (OSA)
- 2019 Paula and David Golden (OSA)
- 2017 Barbara Jo Brothers (OSA),
- 2016 Miranda Wei and Kim Young (OSA)
- 2014 Rebeka Trepacova, Olga Nemcova, Nadezda Feketova, Alexandra Behrankova and Lubica Lichorobiecova (OSA)
- 2012 Tipawadee Emavardhana and Ladda Kitivipart (OSA)
- 2010 Kathlyne Maki-Banmen (OSA)

Special Recognition Award

20th Anniversary Recognition Award 1997

John Banmen
Jane Gerber
Maria Gomori

2000 Special Recognition Award

Michelle Baldwin

APPENDIX

Application For Becoming An Affiliate Of The Virginia Satir Global Network (Vsgn)

Name of Organization: _____

Responsible Person's Email Address _____

Phone: _____ Website _____

Mailing Address: _____

Purpose of the Organization and Reason for Wanting to Affiliate with VSGN:

Names and Contact Info of 2 References from the VSGN membership or Satir trainers:

Memorandum of Understanding (MOU)

Between VSGN and organization wishing to affiliate with it (known as the "Affiliate").

Affiliates will be able to:

- Have the logo and description of their organization on the VSGN website and have a link back to their website
- Have the VSGN logo on their website
- Offer their members a [complimentary](#) membership in VSGN [until March 1 of the next year](#).
- Announce their trainings and events on the VSGN website.
- Include the name of Satir or Virginia Satir in their organization's name (Satir, Virginia Satir and the flame logo are international trademarks of VSGN and may not be used without written permission).

Affiliates will:

- [Reworded: Pay an annual fee of \\$200 US to VSGN upon acceptance as an affiliate. \(Fees are set by the Board of Directors and are renewable on March 1. Fees are in recognition of the use of the Satir name and for the affiliate's link to the VSGN website and their listing as an affiliate on the VSGN website.](#)
- Obtain approval for the use of the VSGN name on promotional materials, for offering continuing education credits, or co-sponsorship. (Additional fees may be required.)
- Send yearly updates of their activities for posting on the VSGN website and [calendar](#).
- [Omit this item covered in first item above. "Place a link to the VSGN website on their website, including the VSGN website."](#)
- [\(Is this legally stated? I don't know.](#) Agree to indemnify and sign a waiver stating that VSGN, its directors or employees, exercises no control over the actions of the Affiliate or its members. A disclaimer to this effect will be placed on the website and all promotional materials and publications of the organization, unless consent has been obtained from VSGN in writing advising the disclaimer is not required; Confirm that nothing in this MOU creates a partnership, joint venture or other forms of business relationship between the Affiliate and VSGN nor make a representation to that effect; Not state or imply by their actions, that they are the agent, subsidiary, partner, or have a business relationship with VSGN; and that in the event that the affiliation is terminated by either party, the Affiliate will cease to use the VSGN name or trademarks.

Name of VSGN Representative

Name of Applicant's Representative

Signature

Signature

Date _____
Date _____

Revised / reworded by HLW 5/10/2023

Committee Monthly Report Form

File in Basecamp Satir Global Committee Monthly Reports Project

Committee Name:

Committee Work Area:

Board Representative:

Committee Members:

Brief Summary of Current Month's Work Performed:

Next Month's Work Planned:

Any Decisions or Assistance Required by the SG Board:

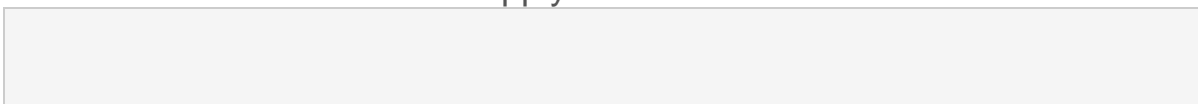
Coaching and Mentoring Application

The international Satir Coaching and Mentoring Specialist Program is a unique, powerful and effective certificate program created by Sharon Loeschen, MSW, based on the work of Virginia Satir, world renowned therapist, teacher, author and change agent. Intended for lay people as well as professionals, the program is psychoeducational with a dual focus on education and psychological strengths, skills and resources. It involves learning from the inside out relating to personal growth, theory and skills development. There are three levels of training plus a supervised practicum to become a certified Satir Coaching and Mentoring Specialist. Fees are determined by individual trainers in consultation with their trainees. Additional levels to become certified as trainers and master-trainers are also available.

Here are a few samples of the feedback that we have received regarding the training:

- - *unique, powerful, systemic and step by step approach*
- - *easily comprehensible regardless of background incredibly*
- - *touching hearts and minds of people worldwide*
- - *clients grow by leaps and bounds*
- - *a journey of love*
- - *exciting to bring it to organizations and lay people beyond the therapy world*
- - *holistic and universal approach: we are all family*
- - *simple and powerfully profound*
- - *spreading Virginia's heart and work in the world*

For more information and to apply click here:



Name *

First

Last

Email *

What Country do you live in?

What is your time zone?

Phone Number

What is your preferred language?

What are your preferred pronouns?

Have you had in-person Satir training?

• Yes

• No

With whom?

How many hours?

Describe the personal growth work you have

done.

What kinds of experiences and/or education have you had that you think would help you in your role as Satir Coach and

Mentor?

What is your reason for wanting to be a Satir Coach and

Mentor?

Were you referred to this program by a trainer?

If so, who was that?

Submit

Memo Of Understanding For The Satir Coaching And Mentoring Training

I understand that in order to be certified as a Satir Coaching and Mentoring Specialist, I will need to successfully complete the three levels of the training. Level 1 focuses on personal growth, Level 2 on Satir theory and process, and Level 3 on skill development. Readiness to progress from one level to the next and for certification will be determined by my trainer.

I understand that this is a psycho-educational program, not psychotherapy. I do not hold my trainer, or anyone associated with the Satir Coaching and Mentoring Program, responsible for the results of participating in the training. I understand that I will be receiving training from a trainer who is certified by the Virginia Satir Global Network (hereafter referred as VSGN), but who is not an employee of VSGN.

I understand that to begin the training I will need to join the Virginia Satir Global Network and as a student of this training, I will be able to join at the Student Member rate. Membership will entitle me to benefits such as discounts on books, access to the Satir videos, connections with others around the world who are interested in Satir's teachings, and continuing education opportunities.

I understand that once I am certified, I will need to join as a Regular Member unless I am enrolled in a university and qualify for the Student Member rate for that reason.

I understand that a benefit of being certified is that my name as a certified Satir Coaching and Mentoring Specialist will be posted on the Satir Global website and will remain there as long as my membership is current.

I understand that the required books are the Training Manual for the Satir Coaching and Mentoring Program and Enriching Your Relationship with Yourself and Others for Level 1 and Making Contact and The Satir Process for Level 2. (In the case of financial hardship, a fee reduction request may be made to the office@satirglobal.org.)

I understand that if the books are not available in my language, my trainer will discuss what arrangements can be made.

I understand the fee for the training is not an arrangement with VSGN but instead is a private arrangement between myself and my assigned trainer.

I understand that after completing all the training, there is a fee to be paid to VSGN for the administering of the certification certificate. I confirm that my trainer has informed me of such fee.

I understand that after certification, ongoing individual or group supervision is recommended but not required.

I understand that VSGN has exclusive copyright in respect to all training materials and I agree to not infringe upon those rights by copying the materials for any other purpose than providing learning materials for my mentee(s).

I also agree to indemnify and save harmless my trainer, VSGN, its directors, officers, agents, and employees from any and all liability arising from my representations and actions as a Satir Global Coaching and Mentoring certificate holder. A disclaimer to this effect will be placed on all promotional materials, unless consent has been obtained from VSGN in writing advising that the disclaimer is not required.

I understand that if I become certified as a Satir Coach and Mentor, or trainer or master-trainer, I agree to abide by the following ethical standards:

- adhere to the legal requirements of my government and/or the code of ethics of my profession.
- be honest in representing my qualifications and not engage in fraudulent or deceitful behavior.



Memo of Understanding for Those Entering Training to be a Trainer and Those Becoming a Trainer

I understand that I will be receiving training to be a trainer from a certified master-trainer, or a certified trainer in training to be a master-trainer, in the Satir Coaching and Mentoring program.

I understand that my training fee will be paid directly to my master-trainer, not the Virginia Satir Global Network (VSGN), by whatever arrangement is mutually agreed upon.

I understand that my training will involve learning how to train those who wish to be coaches in both a one-on-one format and in a group format. This will involve training at least 3 individuals through Levels 1, 2, and 3 and at least 3 more in a group through Level 1, or its equivalent.

I understand that I will establish a contract with my trainee(s) regarding their training fee, the acquisition of the required books, their membership in VSGN, and their certification fee.

I understand that I am responsible for helping the trainees meet the requirements of the above. I understand that once I have met the requirements for certification as a trainer,

I will:

- pay \$200 to Satir Global for certification.
- receive an official certificate from VSGN.
- be authorized to use the title “Satir Coaching and Mentoring Trainer”, as long as my VSGN membership is current.
- have my name posted as a certified trainer on the Satir Coaching page of the VSGN website.

I agree to abide by the following ethical practices:

- be committed to ongoing personal growth and striving toward congruence.
- abide by the legal requirements of one’s government and code of ethics of one’s profession.



- be honest in representing my qualifications.
- be honest and not engage in fraudulent or deceitful behavior.
- respect personal boundaries and never engage in inappropriate financial, physical, or sexual contact.
- honor confidentiality, except when there is danger to self or others.
- keep, store, and dispose of records in a way that maintains confidentiality.
- ask groups participants to respect each other's privacy by not identifying participant's names and stories outside the training without permission.
- be respectful and inclusive of differences such as ethnic, religious, and cultural.
- seek feedback from trainees.
- engage in ongoing learning.
- challenge, in a supportive way, any discriminatory behavior.
- clarify the difference between the role of being a coach and a person licensed to practice psychotherapy or counseling.
- avoid any conflict of interest.
- avoid dual relationships.
- inform participants when they will be recorded, obtain their written permission, and explain that they can revoke their permission by making a request through the Satir Global office.
- clarify that the training is voluntary, and that assigned practices are by invitation, not mandate.
- seek emergency help for anyone who is suicidal or homicidal.
- refer persons to the appropriate specialist when more expertise is required and support the transition.

I understand that any breach of these ethical practices, will result in the loss of my certification. I understand that it is recommended that coaches and trainers acquire liability insurance.

I agree to indemnify and save harmless VSGN, its directors, officers, agents and employees, from any and all liability arising from my representations and actions as a Satir Coaching and Mentoring Trainer certificate holder. A disclaimer to this effect will be placed on all promotional materials, unless consent has been obtained from VSGN in writing advising that the disclaimer is not required. I confirm that nothing in this MOU creates a partnership, joint venture, employment or other form of business relationship between me and VSGN, nor will I make any representations to that effect. I will not state or imply by your actions, that I am an agent, subsidiary, partner, employee or otherwise have a business relationship with VSGN. My signature confirms that I agree to the foregoing and that this agreement can be terminated by either party upon notice.



Your Name (Typed as you want it to read on your certificate.)

Signature

Date

Email Address _____ Mailing Address _____

Phone number _____

Name of Master-Trainer (Typed as you want it to read on your trainee's certificate.)

Signature of Master-Trainer

Date

Email Address _____ Mailing Address _____

Phone number _____

Rev. 4.3.23

Memo of Understanding for Master-Trainers in the Satir Coaching and Mentoring Program

I understand that I will be receiving mentoring to become a master-trainer from a master-trainer in the Satir Coaching and Mentoring Program.

I understand that my training fee will be paid directly to my assigned trainer, not VSGN, by whatever arrangement is mutually agreed upon.

I understand that my training will involve:

- 1) being recommended to be in the master-trainer training by a certified master-trainer.
- 2) training at least 3 persons to be trainers.
- 3) preparing for training trainers and reviewing my plans with the assigned master-trainer.
- 4) receiving feedback from trainees and sharing with my master-trainer.
- 5) writing a self-evaluation and discussing with my master-trainer.
- 6) contributing to the ongoing development of the program.
- 7) receiving a recommendation to be certified as a master-trainer.

I understand that once I meet the requirements for certification, I will:

- receive an official certificate from VSGN;
- be authorized to use the title of Satir Coaching and Mentoring Master-Trainer;
- have my name and title posted on the VSGN website.

I understand that the use of the certification and being posted on the VSGN website is contingent upon:

- maintaining membership in the Virginia Satir Global Network,
- submitting the names of those I have trained and the total fees collected to VSGN,
- paying the royalty fee of 15% of the total for those that I have trained that year to VSGN.

I agree to follow the code of ethics to:

- abide by the legal requirements of my government and/or the code of ethics of my profession.
- be honest in representing my qualifications and not engage in fraudulent or deceitful behavior.



- respect personal boundaries and never engage in inappropriate financial, physical or sexual contact.
- honor the confidentiality of trainees except when there is danger to self or others.
- keep, store and dispose of records in a way that maintains confidentiality.
- be respectful and inclusive of differences such as ethnic, religious and cultural differences.
- inform participants when they will be recorded for training in the Satir Coaching and Mentoring program, obtain their written permission, and explain that they can revoke their permission by making a request through the Satir Global office.
- seek emergency help for any trainee who is suicidal or homicidal.
- engage in supervision as needed or required.
- refer trainees to the appropriate specialist when more expertise is required and support the transition.
- challenge in a supportive way any trainees who are perceived to be using discriminatory behavior.
- avoid any conflict of interest.
- refer when unable to continue practicing.
- accept that any breach of the code may result in the loss of certification.

I agree to indemnify and save harmless my trainer or VSGN, its directors, officers, agents and employees, from any and all liability arising from my representations and actions as a Satir Coaching and Mentoring Trainer certificate holder. A disclaimer to this effect will be placed on all promotional materials, unless consent has been obtained from VSGN in writing advising that the disclaimer is not required. I confirm that nothing in this Memo of Understanding creates a partnership, joint venture, employment or other form of business relationship between me and VSGN, nor will I make any representations to



that effect. I will not state or imply by my actions, that I am an agent, subsidiary, partner, employee or otherwise have a business relationship with VSGN. My signature confirms that I agree to the foregoing and that this agreement can be terminated by either party upon notice.

*E-Signature of Trainee

Date

*E-Signature of Trainer

Date



Memorandum of Understanding for Donations

The Virginia Satir Global Network values and appreciates your donation of documents, videos, audio recordings, posters, etc. to our organization. We want to clarify the details of your donation for your understanding and benefit as well as ours. Please collaborate with us to create a shared agreement regarding your donation.

Items Donated: please record each item individually. Media may be video, audio, book, document, etc. Add as many rows as you need.

<u>Title</u>	<u>Author</u>	<u>Date Created Mo/Day/Year</u>	<u>Media</u>	<u>Description</u>

History of items that you would like us to know including Copyright owner and Publisher if applicable.

Comments, Restrictions/Limitations on use of the donated items. Please attach Signed Releases for people appearing in Videos that are donated, so they can be publicly shown.

The donor agrees that the items listed are donated to The Virginia Satir Global Network to be stored, shared and used at the discretion of VSGN and with restrictions/limitations as stated above.

Donor's Signature Date

VSGN Signature Date

Printed Name and Title

Printed Name and Title

Project Proposal Form

Complete your Project Proposal form on our website www.satirglobal.org (ES suggests we NOT put this on our website but instead review initial ideas for projects and if approved to proceed, send Project leader this Proposal Form) and send it electronically to office@satirglobal.org, fax to 816.420.9266 or mail it to the Virginia Satir Global Network Office,
8616 N. Liston St., Kansas City, MO 64154-3575 USA.

A. Project Information

1. Title:
2. Brief Description of the project.
3. People and /or Organization involved:
4. Contact Person responsible for communication.

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Fax Number: _____

Best time and best way to communicate with this person is:

5. Project Time Table:

B. Intellectual Property

1. Please list any VSGN intellectual properties (e.g. book, manual, poster, and video, CD or DVD) material(s) to be used.
2. Please list any other material(s) to be used.



3. Please list any new materials that will be developed during this project. This includes any raw materials developed during the project, even if these materials do not become part of the final product or program. Describe how you propose the rights to this new intellectual property be handled.
4. If applicable, please attach a copy of the blank Release Form you plan to use for this project. You will be asked to send original signed release forms to the VSGN Office at the completion of the project.

C. Support Requested

1. Financial support, if any.

2. Support in other areas (CEU, information, resources, etc.) Please describe.

D. Financial Information

1. Estimated Expenses
Include a budget for the entire project.

2. Estimated Revenue
Include estimated unit sale price for the product and or program and projected sales volume and revenue over a time period appropriate for this product or program. Please describe how you would like revenue to be distributed from this project, including yourself, VSGN and any additional parties.

E. Evaluation

1. Indicate how you will evaluate the success of the project.

F. Projection Cancellation

If VSGN has supported the project with financial assistance and the project is cancelled the following come into play:



1. The contact person must notify the VSGN office immediately if unable to complete the project.
2. If money has been given by VSGN in support of the project this money needs to be returned to VSGN office within a reasonable time period.
3. The money is not necessarily saved for this project if it is restarted. A new application will need to be submitted as if a new project.

G. Signatures

Project Requestor / Project Title

Date

The Virginia Satir Global Network President

Date

Instructions for Completing Project Proposal and Agreement Form

To have your project request considered by the VSGN Board, please provide the following information using the form titled **Project Proposal and Agreement** for Board consideration.

A. Project Information

1. Project Title: (name of the project)
2. Brief Description of the project:
 - a. Project Type: Program or Product
 - b. Describe the work involved in developing and delivering the program and/or product.
 - c. Describe the expected outcome and/or tangible deliverables from the project.
 - d. Describe the benefits anticipated from the project.
3. People and Organization(s) involved in the project:
 - Individual(s) VSGN Members:
 - Institutes:
 - Other organizations by themselves and/or in cooperation with members:
Please remember that for VSGN to donate any money the organization needs to be a non-for-profit. However to work together on a project, non-for-profit status is not needed.
 - Note: Board members can request a project as an VSGN member, not as a Board member.
4. Contact Person:
Provide the name of the project person who will be responsible to communicate/stay connected with VSGN. Include contact information for this person.
5. Project Time Table (preferably within one calendar year).
Include estimated project start date, dates for completion of major milestones and overall completion date for the project.

B. Intellectual Property

1. Identify and clarify any issues of intellectual property associated with VSGN. The importance of this is that products such as a book, training manual, CD and/or DVD need to be identified with a copyright © by VSGN and that the project was carried on with permission of VSGN, The Virginia Satir Network. VSGN's Executive Director will gladly discuss any intellectual property issues with you.
2. Any copyrighted or published material must have written permission from the author before it can be used in the project. This includes material that the project requestor owns and that is planned to be used in the project.
3. Identify any new materials developed during this project, including any raw materials, even if these materials do not become part of the final product or program. Recommend ownership rights for any new materials.
4. Release forms will be required where necessary. Please attach a blank copy of the release form you plan to use. You will be asked to submit original signed release forms to VSGN at the completion of the project.

C. Support Requested (What you are requesting from The Virginia Satir Global Network)

5. Financial support if any. The VSGN Board will carefully consider and determine VSGN financial support allocated based on VSGN's available financial resources and budget.
6. Support for how to raise money for this project.
7. Support in other areas such as information, research or technical assistance. Please note this can come from the office or from other members. For example the office has some information and we can connect with other members that also have information.
 - a. If it is a program, who will provide logistic and planning support?
 - b. CEU credits: If VSGN is co-sponsor some of the groups for whom VSGN is a provider could apply to the event. In other cases VSGN can help in how to get credits. If CEUs are being granted through VSGN co-sponsorship CEU requirements including evaluation needs to follow the guidelines for CEUs.
 - c. A copy of the certification of completion if it is going to include VSGN's name needs to be sent prior to the event to VSGN's for Director of Training review.
 - d. For a program co-sponsored or supported by VSGN, trainers or faculty name on the brochures, or certificate need to be the same as those sent to the VSGN office at the start of the projects. Any additions or changes need to be submitted to the VSGN's Administrative Director.

C. Financial Information

1. Estimated Expenses
Submit a list of estimated expenses for the entire project. Even though you may only be requesting partial financial support from VSGN, please include a complete estimate of expenses, so that the Board understands the total cost of the project & what you and others are contributing. If your project requires the support of VSGN's Administrative Director, please indicate the type of support, the number of support hours estimated and the dates when support will be needed. Please contact the VSGN Office for assistance. Please describe how you plan to cover all estimated expenses, including VSGN support.
2. Estimated Revenue
For products, please include an estimated unit sale price. For programs, include revenue estimates for program offerings. Include total revenue projected over a period of time, no more than 5 years. For example, if the project produces a book for sale, estimate a unit price for the book & the number of copies of the book to be sold over a 5 year period. Please describe how you suggest revenue be distributed, including yourself, VSGN and any additional parties.

D. Evaluation

1. Develop an evaluation tool that can show the effectiveness of the product and/ or program.
2. Complete evaluation and send to the VSGN Office within 2 months of completion.
3. For programs, please briefly explain how the program will empower those trained to continue their own training/ teaching.

E. Project Cancellation

If VSGN has supported the project with financial assistance the same guidelines that applied to Out Reach Grants will applied here:

1. The project must be completed within the calendar year it has been requested.
2. The contact person must notify VSGN's Treasurer immediately if unable to complete the project within a year
3. If the project is cancelled and money has been given by VSGN, the project will return all money given to VSGN within a reasonable time period.



G. Signatures: As the requestor, sign and date the agreement prior to submitting it for VSGN Board consideration.

Investment Policy Statement

The Virginia Satir Global Network

Investment Policy Statement

Financial Advisement: Creative Planning Wealth Management

Investment Custodian: TD Ameritrade

Created: October 19, 2020

A. Mission and Aims

This policy provides the framework for the investment management of the PORTFOLIO. It is a perpetual resource to advance the mission of The Virginia Satir Global Network.

The Virginia Satir Global Network is a 501 (C) (3) institution, exempt from income and capital gains taxation. The funds shall be invested in keeping with a 30year time horizon. For the long term, the fund's primary investment objectives are:

1. To maintain in real dollar terms the purchasing power of the fund assets.
2. To maximize total return consistent with prudent levels of risk.

B. Recommended Asset Mix

Satir Global's asset allocation target is 60% equities and 40% fixed income. The recommended allocation of assets is not rigid but will require approval from the Satir Global Executive Committee for any significant change. The guiding principle in the development of the asset allocation model is to provide for diversification and provide rebalancing guidelines.

In addition to monitoring and reallocation, this policy relies on investment in asset classes that will have non-correlated returns over time. These non-correlated investments will be diversified by type and style. The Creative Planning Financial Advisor shall be diligent and disciplined in the implementation of this policy regardless of short-term market conditions. The Portfolio shall be invested and maintained per the guidelines provided in this document.

Allowable securities include:

1. Cash, Cash Equivalents and Fixed Income Investments:
 - Money Market Funds
 - Certificates of Deposit (Within FDIC limits)
 - U.S. Treasury Bills, Notes and Bonds

- U.S. Treasury Inflation-Protected Securities (TIPS)
- U.S. Agency Notes and Bonds
- Corporate Bonds issued in the U.S. or denominated in U.S. dollars

Mutual funds can also be used and should meet the same general criteria as outlined above.

2. Equity Securities: The equity portfolio should be implemented using fully diversified, low-cost, mutual funds or ETFs. The purchase of individual equity securities is not recommended but could be approved by the Executive Committee.
3. Real Estate: The preferred method for investing in Real Estate is through publicly traded REITs. The portfolio should be implemented using fully-diversified, low-cost, mutual funds or ETFs.

C. Return Targets and Funding of Withdrawals

The Board of Trustees has established a total rate of return target of 5% for the overall portfolio with a 60% Equities and 40% Fixed Asset allocation which relates to a moderate level of risk. The objective of the policy is to grow the assets as a reserve for The Virginia Satir Global Network while protecting the real value of the assets over time.

D. Evaluation and Performance Criteria

The Executive Committee shall rely on the Creative Planning Financial Advisor to evaluate the performance of the invested funds and communicate this information to the Satir Global Treasurer.

E. Communication and Review

Ongoing communication by phone, letter, or meeting will be accomplished as deemed necessary by

the Treasurer and/or Executive Committee. At a minimum, the Creative Planning financial advisor will provide quarterly reports to review the Portfolio's overall performance and meet in-person or by video conference with the Treasurer prior to the Satir Global annual meeting.

Any extreme changes to or deviations from this policy must be communicated and approved by the Satir Global Board. Additionally, communication of the financial advisor's outlook on the economy, the general business environment, or other related matters would be of interest to the Executive Committee.

Book Translation and Publishing Contract Terms

This document is intended for use by SG to reach agreement on terms and document these terms for a book translation & publishing agreement with a licensee. The following terms are references to the Satir Global Network Standard Translations & Publishing Rights Licensing Agreement. SG will work with the potential licensee to reach agreement on the terms. If you have questions or additional terms for which you need legal advice, Satir Global works with Jonathan Kirsch, an intellectual property attorney for legal assistance. Request approval of the SG Executive Committee before contacting the attorney, as his fees will need approval prior to engaging him for your need. Also seek SG's President for approval and signing of your agreement. The documented agreed to terms will then be used to customize the Standard Translations & Publishing Rights Licensing Agreement

Paragraph Number	Agreement Item	Negotiable?	Comments	Record of Agreed to Terms (To be filled in by SG person working with the licensee)
Date	Agreement Date	Yes	Fill in current date	
Licensors	Licensors Name & address	No	This agreement licensors is normally The Virginia Satir Global Network	
Licensee	Licensee Name & address	No	Fill in licensee's name and address	
1.	The Work: Book Title	No	Fill in the book title and author's name	
2.	The Territory	Yes	List all contracted sales geographic areas as precisely as possible to avoid misunderstandings	
3.	The Term	Yes	This is the number of years the contract will be in effect	
4.a	Translation language	Yes	Be specific. The right to translate into another	

Paragraph Number	Agreement Item	Negotiable?	Comments	Record of Agreed to Terms (To be filled in by SG person working with the licensee)
			language. Specify which version of a language such as Spanish or Chinese will be used for the translation. Sometimes, slight variations are used in different parts of the world.	
4.b	Rights SG is granting to publisher	Yes	Consider these carefully: Includes actions such as print, publish, distribute and sell as well as formats includes such as offset printed in hard and/or soft cover, e-books, audiobooks.	
6.	Delivery of Work	Yes	SG may provide licensee an English version in electronic form in mutually agreed format	
7.	Translation	Yes	Likely to be included; see 4.a above	
7.3	Satir Consultant Review	Yes	Important that SG include the right to hire a Satir practitioner who speaks the language to review translation for accurate meaning of author's intent. Price should be agreed to with SC-hired person and paid for by licensee to SG who will pay to hired reviewer.	
(no #)	Proofreading	Yes	If SG wishes to have an independent proofreading of the translation, add a paragraph for this similar to 7.3	
7.4	Translator Compensation	Yes	The licensee provides and compensates the translator. Upon occasion, it may be agreed that SG will provide the translator and the licensee will compensate SG who will pay the translator.	
8.1	Copyright	No	SG will retain copyright of the work. This is an important term to retain. Form, content and placement of copyright requirements:	

Paragraph Number	Agreement Item	Negotiable?	Comments	Record of Agreed to Terms (To be filled in by SG person working with the licensee)
			Book Title by Author's Name Copyright date & year by The Virginia Satir Global Network, All rights reserved. This (language) translation is published under license from the copyright owner.	
8.2	Trademark	No	SG holds the trademark for the following: - Virginia Satir - The Virginia Satir Global Network It is important to include this in the terms and that the licensee honors the use of these trademarks.	
9.	Printings	Yes	The number of copies produced in each format and the retail price can be negotiated. The time frame within which the licensee must produce and place copies into commercial distribution may also be negotiated.	
10.	Publication Date & Retail Price	Yes	This refers to the licensee's requirement to report information about actual publication date, quantities and retail price for 1 st & all subsequent publishing.	
11.	Free Copies	Yes	The number of copies of each format and from each edition can be negotiated as well as the licensor's discount for purchasing additional copies are all negotiable.	
12.	Advance Against Royalties	Yes	The amount of advance licensee pays to licensor may be negotiated and is recouped by licensee over time. Sometimes, no advance is	

Paragraph Number	Agreement Item	Negotiable?	Comments	Record of Agreed to Terms (To be filled in by SG person working with the licensee)
			agreed to.	
13.1	Royalties	Yes	The % royalty the licensee will pay the licensor for each copy sold of all formats can be negotiated. 10% is a typical %. Be sure to agree on base amount on which the % will be calculated. For example, will the base include or exclude taxes paid by the licensee.	
14.2	Royalty Statement and Payment	No	This articulates the calendar date by which the licensee must provide an annual calendar year statement and settle the account (payment of royalties owed) with the licensor. SG prefers to keep this paragraph as written to make it easier for SG to administer royalties from multiple contracts.	
15.1	Expiration	No	Agreement will automatically expire at the end of term. If Satir Global and licensee agree they want to extend the term, a signed written agreement must be signed. If Satir Global chooses to let the agreement expire, the polite thing to do is to notify the licensee several months in advance that they will not extend the contract.	
Additional Terms				

Book Contract Boiler Plate Contract with Publishing Company

The Virginia Satir Global Network TRANSLATION AND PUBLISHING RIGHTS LICENSING AGREEMENT

Dated as of September 3, 2021 (“Effective Date”).

This TRANSLATION AND PUBLISHING RIGHTS LICENSING AGREEMENT (“Agreement”) is entered into as of the Effective Date given above by and between THE VIRGINIA SATIR GLOBAL NETWORK, a California corporation (“Licensor”), 7301 Indian Rock Road, Wendell, NC 27591, on one side, and EDITORIAL TERRACOTA, S.A. de C.V. (“Licensee”), AV. Cuauhtemoc 1430, Col. Santa Cruz Atoyac Benito Juarez, 03310 Ciudad de Mexico, on the other side, on the following Terms and Conditions.

1. **The Work.** “The Work,” as the term is used in this Agreement, refers to the work of authorship in the English language titled *Making Contact* by Virginia Satir.
2. **The Territory.** “The Territory,” as the term is used in this Agreement, refers to Mexico and the other countries of Latin America, the United States of America, and Spain, except that no copies of any Licensor’s Edition (as the term is defined in Section 4(b) below) may be offered for sale or sold in Spain prior to November 22, 2022, when the Spanish-language rights to the Work that are licensed in Spain to Alphaomega will expire.
3. **The Term.** The term of this Agreement (the “Term”) shall commence as of the Effective Date and shall remain in effect for a period of ten (10) years after the date of first publication of a Licensee’s Edition (the “Publication Date”), which shall be an offset-printed trade book in hardcover or softcover format. This Agreement shall expire automatically, and all licensed rights shall revert wholly and automatically to Licensor, on the tenth (10th) anniversary of the Publication Date unless extended on the same or different terms in a further agreement in writing signed by the parties.
4. **License of Translation and Publishing Rights.** Licensor hereby licenses to Licensee the following rights in and to the Work, all of which rights shall be exercised at Licensee’s sole cost, expense and risk.
 - (a) The right to prepare a translation of the text of the Work from the English language into the Spanish language (“the Translation”);
 - (b) The right to print, publish, distribute and sell copies of the Translation in the Territory and during the Term in the following specified volume format(s) only: (i) offset-printed trade books in hardcover and/or softcover formats, (ii) e-books, and (iii) audiobooks (each one a “Licensee’s Edition” and collectively the “Licensee’s Editions”); and
 - (c) The right to reproduce in each of the Licensee’s Editions any such artwork, photography, illustrations and other visual elements as may be approved in writing by Licensor prior to publication.
5. **Exclusivity.** Licensee’s rights under this Agreement shall be exclusive in the Territory during the Term of this Agreement except as otherwise provided in Section 2 above.
6. **Delivery of the Work.** Upon the signing of this Agreement by all parties and the payment of the advance specified in Section 14 below, Licensor will provide Licensee with a complete copy of the English-language version of the Work in the form of electronic files in a format to be mutually agreed by the parties. Any expense incurred by Licensor in creating and providing electronic files shall be paid by Licensee.
7. **The Translation.**

Satir Global Network
**Translation and Publishing Rights
Licensing Agreement**

7.1 The Translation shall be a complete, correct, and competent translation of all text appearing in the Work in its entirety as provided by Licensor. The Translation shall retain the spirit of the Work. The title and authorship credit as used in connection with the Translation shall be substantially the same title and exactly the same authorship credit as used in Licensor's edition of the Work, except that Licensee may afford reasonable and customary credit to the translator(s) who prepared the Translation. For avoidance of doubt, the Translation shall be new and original in its entirety, and Licensee shall not use the translation that appeared in the edition of the Work previously published by Pax.

7.2 No matter shall be added to or removed from the Work without the prior written approval of Licensor, except that Licensee may add explanations or make slight modifications in the original text of the Work to achieve a clear and accessible translation, but only if such explanations and modifications do not materially change the meaning or otherwise alter the text of the Work.

7.3 Prior to publication of any Licensee's Edition, Licensee shall provide the Translation to Licensor for review by its consultant, who is trained in the therapeutic techniques of Virginia Satir and is a native reader and speaker of Spanish. Licensee will make the changes in the Translation that are recommended by the consultant and approved by Licensor. The Licensor will bear all the costs of the consultant.

7.4 Licensee shall be responsible for all compensation owed to the translator(s) who participate the preparation of the Translation at the request of Licensee and shall acquire from such translator(s) all rights in and to the Translation.

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("Licensee")

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Sample Book Contract with Licensee Using Outside Publisher

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20. **Time Is of the Essence.** Time is of the essence in the performance of all obligations under this Agreement.

21. **Assurances.** Each party represents and warrants to the other party that it enjoys the right and authority to enter into and perform its obligations under this Agreement without infringing the rights of any third party or violating any law. Each party agrees to indemnify, defend and hold the other party harmless against all claims based on any allegations which, if true, would constitute a breach of the foregoing representations and warranties, a breach of contract, and/or other wrongful conduct by the indemnifying party.

22. **Copyright Infringement.** Licensee, at its own cost and expense, shall take all necessary measures to detect and prosecute any acts of copyright infringement of the Work in the Territory. Licensor shall have the right, but not the obligation, to prosecute any such acts of infringement in the Territory or elsewhere in cooperation with Licensee or on its own initiative. In the event that Licensee obtains a judgment or settlement against any such infringer, Licensee shall pay Licensor fifty percent (50%) of any such recovery net of its reasonable attorney's fees and costs in connection with any such prosecution.

23. **Reserved Rights.** Any and all rights not expressly licensed to Licensee are hereby expressly reserved to Licensor, including but not limited to any and all copyrights, trademarks, and other intellectual property rights in the Work as published by Licensor, whether any such rights are now known or hereafter devised. Without limiting the foregoing, no rights in the trademarks or other intellectual property of Licensor are granted or licensed to Licensee under this Agreement.

24. **Notices.** Except as otherwise provided in this Agreement, any written notice or delivery under any of the provisions of this Agreement shall be deemed to have been properly made by mailing via traceable mail to the address(es) set forth above, except as the address(es) may be changed by notice in writing.

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25. **Independently Contracting Parties.** The parties acknowledge and agree that this Agreement is an arm's length transaction between independently contracting parties, and no employment, partnership, joint venture, trust, franchise, or other legal relationship is created between them.
26. **Assignment.**
- 26.1 **No Assignment by Licensee.** Licensee shall not assign this Agreement or any of the rights licensed under this Agreement without the prior written consent of Licensor, which consent will not be unreasonably withheld by Licensor. Licensee shall have the right to sublicense the Translation for publication by other publishers outside Mexico.
- 26.2 **Assignment by Licensor.** This Agreement may be freely assigned by Licensor, and shall be binding upon and inure to the benefit of the licensees, successors and assigns of Licensor.
27. **Governing Law.** This Agreement shall be effective only when countersigned by Licensor at its place of business in the United States of America. Accordingly, this Agreement shall be interpreted, construed and governed in all respects as follows: (i) on matters of copyright, by the International Agreement on copyright that has been signed by the United States of America and China, and (ii) as to all other matters, by the law of the United States of America.
28. **Modification and Waiver.** This Agreement may not be modified or altered except by a written agreement signed by both parties. No waiver of any term or condition of this Agreement, or of any breach of this Agreement or any portion thereof, shall be deemed a waiver of any other term, condition or breach of this Agreement or any portion thereof.
29. **Severability.** If any term or provision of this Agreement is found to be unenforceable for any reason, this Agreement shall remain in full force and effect and shall be fully enforceable on its remaining terms and conditions.
30. **Arbitration.** To the maximum extent permitted by applicable law, and except as otherwise provided by applicable law, if any dispute shall arise between the parties regarding this Agreement, such disputes shall be referred to confidential binding arbitration in the city and state where Licensor maintains its principal business office by arbitrator(s) and pursuant to rules of arbitration subject to the mutual agreement of the parties. If the parties cannot agree on the arbitrator(s) and/or the rules of arbitration, arbitration may be compelled by petition to any court of competent jurisdiction in the city and state specified above. Any arbitration award shall be rendered in writing and may be entered and shall be fully enforceable as a judgment in any court of competent jurisdiction. Notwithstanding the foregoing, the parties shall have the right to conduct discovery and the right to seek interim relief, including but not limited to temporary, preliminary and permanent injunctive relief, in any court of competent jurisdiction during the pendency of the arbitration and in order to enforce the terms of any award in arbitration. The parties expressly waive their right to trial, including trial by jury.
31. **Attorneys' Fees.** In any action on this Agreement, including litigation and arbitration, the losing party shall pay all attorneys' fees and costs incurred by the prevailing party.
32. **Entire Agreement.** The parties acknowledge that they have communicated with each other by email, letter, telephone and/or in person in negotiating this Agreement. However, the parties further acknowledge and agree that this Agreement supersedes and replaces all other communications between them and represents the complete and entire agreement regarding the subject matter of this Agreement.
33. **Headings.** Headings and footers are for convenience only and are not to be deemed part of this Agreement.
34. **Authority of Signatories.** Each individual purporting to sign this Agreement on behalf of a party hereby represents and warrants to the other party and that he or she is fully authorized and empowered to do so and to bind the party on whose behalf he or she is signing this Agreement.
35. **Additional Documents.** The parties agree to sign and deliver additional consistent documents that may be necessary or convenient to give full force and effect to the terms and provisions of this Agreement.

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36. **Counterparts and Copies.** This Agreement may be signed in any number of counterparts, and all such counterparts bearing a party's original signature taken together shall constitute one binding document. A scanned copy, photocopy and/or faxed copy of a document bearing a party's original signature may be used in place of the original for all purposes.

[Remainder of Page Intentionally Blank – Signature Page Follows]

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IN WITNESS WHEREOF the parties have executed this Agreement as of the Effective Date hereof.

("Licensor")

("Licensee")

**THE VIRGINIA SATIR GLOBAL NETWORK
PSYCHOLOGICAL
MANAGEMENT CO. LTD**

**XI 'AN PEACE LOVE HOME
CONSULTING**



By: _____
(Signature)

By: _____
(Signature)

Name: Eileen M Strider _____

Name: __Jingwei Cao _____

Title: __President _____

Title: __President _____