



Wbn

COMOX VALLEY

Women's Business Network

2010/2011 Membership Guidebook

- **President's Welcome Letter**
- **Purpose, Benefits & Goals**
- **Meeting Guidelines & Activities**
- **Policies**



Women's Business Network

2010/2011 Membership Guidebook

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Phone: 250-898-0244
www.cvwnb.org

Greetings New Member,

I'm glad to belong to a group that would have you as a member! Welcome!

The Comox Valley Women's Business Network is a group of women who meet around our common interest of networking and promoting our businesses. During our meetings we eat, laugh, network and learn.

Our monthly dinner meetings offer networking activities and opportunities. Each month, all members are welcome to display their marketing materials on designated tables. At most meetings, up to 2 members take their turn "In the Spotlight" giving the group a short (10 minute) presentation about their business and community activities. Monthly programming takes the form of both formal presentations and more informal activities – all focussed on aspects of networking or issues of common interest to the membership.

We also have a monthly newsletter, where members can make short news announcements to the group. Advertising spots are also available in the newsletter – so don't forget us when you're planning your annual marketing plan.

Take some time to look at the list of members on our website (www.CVWBN.org). As a group there's no problem we can't tackle. The opportunities for building your business through networking and collaboration with other group members are limited only by your imagination (and time commitments ... as most of us wear many hats!). Find us on Facebook and Linked In. Search on "Comox Valley Women's Business Network".

While we meet formally only once a month, many WBN members do take advantage of the opportunities provided by online social media applications to keep in touch on an ongoing basis. Networking with other local business people is both easy and fun!

Take advantage of all the WBN has to offer – we're glad to meet you. If you have any questions, don't hesitate to ask.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Campbell Duke". The signature is written in a cursive style and is set against a light green rectangular background.

Elizabeth Campbell Duke
President, CVWBN



Wbn

COMOX VALLEY

Women's Business Network

*Congratulations on becoming a new member of the Comox Valley Women's Business Network.
Members who get the most benefit from the network feel they get back what they put into it.*

We Encourage You To Get Involved!

The Purpose of the CVWBN

- Provide a networking opportunity for businesswomen in our community
 - Provide a supportive environment for our members
- Encourage and assist our members in their professional and personal growth

The Benefits & Goals: Encouraging Members to...

- Develop business skills and knowledge through speakers and workshops
 - Network with other women in business
 - Promote your business to network members
- Stay in touch with other members via the monthly newsletter
- Feel inspired and motivated to move your business forward
 - Get involved – it does make a difference and it's fun!

Meetings are held on the second Thursday of each month – September through June

Meeting Guidelines & Activities

Membership and Dinner Fees

Membership dues are paid annually, coming due each October. There are two types of Memberships: Annual and Dinner Club. Fees are posted on the web site and updated annually. Guests fees are slightly higher, as well as most December and June meeting fees. Dinner Club Memberships include dinner and meeting costs for the year, while Annual Memberships just include meeting costs. Guests may attend a maximum of three meetings before they are requested to purchase a membership.

Web Site

The WBN web site is www.cvwnb.org

On the site, you will find a variety of useful information such as: next meeting information, director contacts, an email link to make your reservations, the current and past newsletters, links to member's web sites (on request) and the member database – an area that only members can access. Once you have completed your membership form, you will be added to the WBN members' database. If you wish to change any of your contact information, please contact the membership director. Updates are done monthly.

To access the member's only section of the website, enter your user name and password—given when you become a member.

Dinner Reservations

Member and guest reservations must be received by the Monday before each meeting. If you cancel, please give notice no later than the Tuesday morning before the meeting. If cancellation is not received, the WBN must pay for your dinner and therefore will charge you accordingly. If you arrive at a dinner meeting without a reservation, you will be charged an additional \$5.00. For dinner reservations and meeting information, call 250-898-0244 or visit the WBN web site at www.cvwnb.org

Members' Marketing Table

Please bring any of your business marketing material to place on the members marketing table. Materials must relate to your business, professional development or up-coming business related activities. Only WBN members may place information on the table.

Dinner Tables

Information placed on dinner tables is reserved for the program speaker, "In the Spotlight" presenter and WBN executive.

Business Card Draw

Be sure to bring plenty of business cards to the meetings! Passing them out is an important part of networking and there are two different types of business card draws at each meeting:

- Bring a Guest – The winner of this draw is entitled to bring a guest at no extra charge to a meeting
- Door Prizes – WBN members often generously bring door prizes. One prize is drawn for the evening's guests, and the rest are for WBN members. This is a great way to promote your business.

Newsletter Announcements & Kudos

If you have had a good experience with a member's business, spread the word!! Place your member comments and business news in the Members' News portion of the newsletter, via the link on the home page of the web site: www.cvwnb.org

In The Spotlight

The 7-minute “In The Spotlight” feature at our meetings provides an excellent opportunity for members to gain additional exposure for their business, and to develop public speaking skills. Interested members should contact the “In The Spotlight” director. Please note there is often a waiting list, so members are encouraged to get their names on the list early. Presenters are chosen on a 1st come/1st served basis. Members only are eligible to do an “In The Spotlight” every three years. “In The Spotlight” speakers are asked to donate a door prize and are allowed to put their promotional material on the dinner tables.

Newsletter Profiles

To be featured in the WBN newsletter sign up on the Newsletter Profile Sheet at meetings or email the committee director listed on the web site. Members can submit profiles for publication every two years; profiles include the following:

- 250 words about your organization
- high resolution JPEG image of your logo, yourself or yourself and the people you work with
- contact information including phone number, email and web site

Suggestions

Members are encouraged to give suggestions and share their ideas with the WBN executive about future guest speakers, topics for speakers, other meeting ideas or any other ideas or concerns. The executive is listed in the monthly newsletter and email links can be found on the web site.

Advertising

The WBN offers members two advertising opportunities: Newsletter (monthly and yearly fees) & Web Site (yearly fees). Advertising fees and contact information are listed in the monthly newsletter.

Bursary

Each May during the Annual General Meeting, a bursary is awarded to a WBN member who has completed educational training. The bursary can be used to further develop their skills. Stay tuned to the newsletter for more information and the application details.

Minerva Award

Each May, during the Annual General Meeting, a member is given the Minerva Award – and is recognized as the Comox Valley Women’s Business Network member of the year. The nominations come from the membership so please participate when nominations are solicited. The criteria will be reviewed in the newsletter and during dinner meetings.

Contributing

The WBN is a wonderful organization run by volunteers. If you would like to contribute, there are many ways to get involved but not limited to – joining the phone committee, helping at the door during the meeting, or joining a marketing or special event committee. Remember – you get out what you put in!!

Board of Director elections are held at the Annual General Meeting every May

*Welcome To The Comox Valley Women’s Business Network
Make The Network Work For You!*

Women's Business Network, Comox Valley, BC

POLICIES

PART I POLICY REVISIONS

- 1.1** Suggestions from WBN Members for amendments to the Policies are forwarded to the Board. After Board review and decision, recommended amendments are brought by the Board to the Membership for discussion at vote. A vote in favour by 2/3 of the Membership attending the Annual General Meeting carries a motion for amendment.

PART 2 INTENT

- 2.1** The purposes of the Women's Business Network are to:
 - Provide a networking opportunity for women in business;
 - Provide a supportive environment for its Members;
 - Encourage and assist its Members in their professional and personal growth.

PART 3 MEMBERSHIP

- 3.1** Members are encouraged to:
 - Participate in monthly meetings;
 - Promote their businesses;
 - Learn from each other and share business experiences;
 - Help each other in a variety of ways, such as problem solving, finding information and introductions.
- 3.2** Membership is open to any woman interested in business who feels that she will benefit from and can contribute to and support the intent of the Membership.
- 3.3** Memberships are issued to individuals, for example, if a business has three people interested in becoming WBN Members, three individual membership forms and membership fees are required.
- 3.4** In order to remain in good standing, membership renewals are required from members within 30 days of their anniversary date. If the renewal is not received within the 30-day timeline, the membership automatically expires, and the member's name will be placed on the membership waiting list.
- 3.5** Members whose fees are current will be listed in the Membership Directory which is updated at least monthly.

PART 4 MEMBERSHIP MEETINGS

- 4.1** The Annual General Meeting (AGM) will be held in May. Every Member in good standing shall be entitled to one vote at the AGM. Proxy voting is not allowed.
- 4.2** The monthly membership meeting will be held at a time and location as determined by the Board.

- 4.3 Only WBN Members have the right to bring materials for distribution to place on the display table for the membership. Materials must relate to business, professional development activities, upcoming business related events, member non-profit activities, etc. Materials that are supportive of any causes or issues outside of the realm of member business and non-profit activities are not to be brought to WBN meetings.
- 4.4 The Guest Speaker program is arranged by the Board. Members are encouraged to submit suggested speaker and topic ideas to the Board. Female guest speakers are preferred.
- 4.5 On occasion, Special Guest Speaker programs may be arranged by the Board. Monthly meeting time may be lengthened, the activity may be advertised and open to the public and other adjustments made as required. Members will be given sufficient notice regarding any changes to upcoming meeting formats. At an advertised Special Meeting, the admittance fee may be increased and will be determined by the Board for each individual event.
- 4.6 Members can make an “In the Spotlight” presentation once every three years in order to avoid duplication.

PART 5 PROSPECTIVE MEMBERS

- 5.1 Members are encouraged to bring guests to monthly meetings.
- 5.2 Prospective Members may attend up to three (3) introductory meetings before joining the WBN.

PART 6 FINANCIAL – GENERAL

- 6.1 The Women’s Business Network is maintained by its Members as a self-supporting organization.
- 6.2 The fiscal year end is May 31.
- 6.3 A financial report will be presented by the Treasurer to the Membership at the May meeting.

PART 7 FINANCIAL – MEMBERSHIPS

- 7.1 The Membership Fee will be decided by the Directors and is payable at the date of joining and will be in effect for the twelve month period from the date of joining. Renewal would be expected at the Member’s anniversary date. Any Member who does not renew on the anniversary date (within that month) would be treated as a non-member at any subsequent meeting.
- 7.2 The monthly meeting fee may vary depending upon the format of the meeting. Members will be advised of the cost by Newsletter before each meeting. Non-members will be charged an extra \$10.00. A receipt will be issued at the time of check-in.
- 7.3 Yearly passports (Dinner Club Memberships) can be purchased upon joining or at anniversary date. A Dinner Club Membership covers membership for one year, regular meeting charges, the Christmas Party, Special Events and the WBN Directory. The Dinner Membership will be priced by the current Board and Members will be notified of cost.
- 7.4 In keeping with the Intent and Purposes of the WBN, funds will be used for the following purposes as determined by the Board:
 - Professional development activities such as workshops for both the Board and the Membership
 - Guest speakers

- Special projects such as newsletters
- General administration, running of monthly meetings and provision of materials for members, plus such items as guest speaker gifts, stationery and name tags
- Special occasions or functions

7.5 A 50/50 Draw will be held at each monthly meeting. The funds will be allocated at the discretion of the Board of Directors.

PART 8 BOARD RESPONSIBILITIES

8.1 The Board is responsible for:

8.1.1 Managing the business and affairs of the WBN in accordance with WBN Policies and accepted Board Procedures.

8.1.2 Presenting an Annual Report to the Membership at the AGM.

8.1.3 Soliciting and collecting from the Membership responses, suggestions, information and feedback as required in order to determine Policies, develop activities and perform other WBN related functions.

8.1.4 Making recommendations to the Membership to amend the WBN Policies.

8.1.5 Developing Board Procedures.

8.1.6 Arranging the monthly Membership meetings.

8.1.7 Maintaining communications with and supporting other Women's Business Networks.

PART 9 BOARD OF DIRECTORS – ELECTION AND TERM

9.1 The Board consists of ten Members, including the Past President, all of whom vote at Board meetings. Nine Board Members are elected at the Annual General Meeting by the Membership.

9.2 A Board Member's term is for one year and she may serve on the Board for three consecutive years, after which she must take one year off before she can be re-elected to the Board. The only exception would be a President in her third year so she can serve as Past President in her fourth year.

9.3 If a Board Member resigns before the end of her term, The Board of Directors will appoint a person from the WBN Membership to replace the resigning Member and complete her term.

9.4 The board will appoint two additional Board Directors from (the) previous Board who will be non-voting Directors Directors-at-Large. They are expected to attend Board and Membership meetings and provide continuity and support to the Board.

9.5 It is preferred that the President be nominated from the current Board.

9.6 It is required that a Member wishing to stand for the Board has been a Member of the Women's Business Network for at least six months, with dues paid in full. In order to be nominated for the election to the Board of Directors for the CV Women's Business Network, the nominee's membership also must be paid in full at least six months prior to the AGM. Nominated Members must have attended at least three meetings in the four months prior to the AGM.

PART 10

BOARD OF DIRECTORS – POSITIONS

- 10.1** Officers are: President, Vice President, Secretary and Treasurer.
Officers are elected by the Membership at the Annual General Meeting.
- 10.2** Signing Officers are any two of the following three signatories; the President, the Treasurer and one other Board Member selected at the first meeting of a newly elected Board.
- 10.3** Duties of the Officers:
- 10.3.1** President
- Acts as Chairperson of the meetings of the Board
 - Acts as Spokes person for the WBN
 - Organizes Board meetings and agenda items
- 10.3.2** Vice President
- Acts as Chairperson in the President's absence
 - Assists the President in organizing Board meetings and agenda items
- 10.3.3** Secretary
- Records meeting minutes
 - Handles the correspondence of the Board
 - Collects agenda items and issues notice of meetings by forwarding agenda and meeting minutes
 - Keeps in order agenda, minutes and correspondence and passes these on to the new Board in June.
- 10.3.4** Treasurer
- Responsible for the bookkeeping requirements of the WBN
 - Provides monthly financial reports to the Board
 - Prepares semi-annual financial reports for the Membership
 - Manages the bank account and WBN financial processes
 - Keeps in order financial reports from meetings and passes these on to the new Board in June
- 10.4** Board Members will be reimbursed for expenses incurred on behalf of the WBN, as approved by the Board.

PART 11

BOARD MEETINGS

- 11.2** The WBN Board will hold a minimum of one meeting per month.
- 11.2** Quorum is 7/10 of the Board. A quorum is required to vote on Board motions.
- 11.3** The new Board Members will hold an orientation meeting prior to September.
- 11.4** A WBN Member can request time at an upcoming Board meeting to bring forward an item. Two weeks' notice prior to the upcoming Board meeting is required.