



INTERNATIONAL WOMEN'S FORUM *Dallas*

INTERNATIONAL WOMEN'S FORUM DALLAS MEMBERSHIP NOMINATION GUIDELINES

The International Women's Forum-Dallas (IWF-Dallas), a Member Forum of the International Women's Forum (IWF), is a selective organization that seeks and admits as members preeminent women of significant and diverse achievement in North Texas.

IWF-Dallas members are highly motivated, professional leaders who are shaping their professions, their organizations, and the local and global community. Consistent with the membership of IWF, our members come from diverse backgrounds and ethnicity and exhibit leadership not only in their professions and organizations, but beyond. Consistent with the purposes of IWF, our members also exhibit involvement in, and a desire to improve, the community and to promote and facilitate the empowerment of women. These qualities may be demonstrated in a variety of ways--through their established leadership positions, the examples they provide, the mentoring activities they undertake for other women, and the various community investments of their time and resources.

As the primary purpose of IWF-Dallas is to provide a forum for women shaping the business and community agendas to meet their peers and form mutually beneficial relationships, members should participate actively in the programs and activities of IWF-Dallas. As a Member Forum, of IWF, IWF-Dallas also embraces the goals of IWF and encourages its members to participate actively in IWF's programs and activities, including its international programs. Members should have a proven track record of fostering the individual and collective achievements of women and promoting better leadership in a changing world.

Membership Application Process

Membership in IWF-Dallas is by invitation only through an application process and is governed by definitive standards. Prospective IWF-Dallas members are sought from a cross section of industries, sectors and companies. Prospective members are identified both by individual IWF-Dallas members and the Membership Committee but, pursuant to the Bylaws, only an IWF member may submit an application of nomination for membership and the application must be endorsed by two other IWF members.

Submission of a completed nomination for membership application is not a commitment to the selection of the individual as a member. In order to preserve the integrity of the process, a prospective member should not be notified of her nomination until after she has been accepted into membership by the Board of IWF-Dallas pursuant to the process below.

Nomination by IWF-Dallas Members

An IWF-Dallas member who identifies a potential candidate should submit a completed membership application package to the Membership Committee. In order for the application to be considered, the completed nomination package must contain:

- 1) Completed Nomination Application;**
- 2) Nominee's resume and/or any other information that will allow the Membership Committee to make an informed decision (including industry, civic and/or community involvement);**
- 3) Two letters of endorsement from other IWF-Dallas members**



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The prospective member's application will be assessed by the Membership Committee against the membership criteria and the desired balance of members across membership categories. The Membership Committee's recommendation concerning a prospective member is presented to and voted on by the IWF-Dallas Board.

The decision to accept a nomination for membership into IWF-Dallas is communicated to the prospective member and her IWF-Dallas nominator by a member of the Membership Committee. The IWF-Dallas Administrator then discusses the member obligations, including the dues and participation requirements, with the candidate. Dues are prorated for the portion of the remaining year in which the prospect becomes a member.

The decision to decline a nomination for membership is communicated to the IWF-Dallas nominator by the Vice President, Membership. **In the event that the nominator has informed the prospective member of her nomination, it will be the nominator's responsibility to notify the prospect that she does not meet the criteria for membership.**

Role of Membership Committee

The Membership Committee is appointed each year by the IWF-Dallas Vice President, Membership and the Board President.

The Membership Committee has three primary duties:

- 1) to assess the applications submitted by IWF-Dallas members against the membership criteria and to present qualified prospects to the IWF-Dallas Board for consideration;
- 2) to identify a pipeline of other candidates, consider their qualifications and, if qualified, link the prospects with IWF-Dallas members (sponsors) so that applications can be submitted according to the process outlined above and presented to the IWF-Dallas Board for consideration; and
- 3) to notify an IWF-Dallas nominator of the decision of the IWF-Dallas Board regarding the prospective member and, if a candidate has been accepted for membership, to notify the prospective new member.

The Chair of the Membership Committee may not nominate or endorse a prospective member. Other members of the Membership Committee may not nominate a prospective member, but may endorse her with supporting letters.

Membership Categories and Criteria

The membership criteria and categories are outlined in the attached Criteria for Membership. In order to broaden IWF-Dallas' exposure to the diverse fields of leadership by women in the community, potential members are sought from fields or with attributes that are not overly represented among IWF-Dallas membership. The Board, upon recommendation of the Membership Committee, determines the priority for categories/types of prospective members.



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Membership Criteria

Membership is by invitation.

Broad criteria for membership are as follows:

CORPORATE*

*Banking, Construction,
Energy/Utilities, Insurance,
Investments, Manufacturing,
Real Estate, Services,
Technology Transportation*

Be either (x) a senior officer (generally CEO or within 2 levels of CEO) in a company that has over \$500 Million in annual revenues with responsibility for a major division, subsidiary or functional area of the organization, (y) a CEO or within 1 level of the CEO of a company that has over \$250 Million in revenues, or (z) a senior executive, e.g. chief economist, with a national or international reputation in a particular area of expertise.

ENTREPRENEUR

Be an owner or partner in a business with over \$5 Million in annual revenues and with responsibility comparable to guidelines for Corporate members.

PROFESSIONAL*

*Accounting, Architecture,
Consulting, Engineering, Law*

Be an owner or partner in a substantial firm (75 or more professionals) as head of a practice section or a member of the executive leadership committee and/or have a national or international reputation in a particular area of expertise.

ARTS

Art, Literature, Music

Be an accomplished leader with a national or international reputation.

COMMUNICATIONS

*Mass Media, Publicist
Public Relations Publishing*

Be an accomplished leader with wide-reaching influence as publisher, senior editor, syndicated columnist or executive producer. Be a senior officer in a business that is recognized as an industry leader with responsibility comparable to guidelines for Corporate and/or Professional members.

NOT-FOR-PROFIT

*Cultural Institutions,
Associations*

Be full time president or executive director of a large or uniquely important (at least \$5 Million in contributions from non-affiliated parties) permanent organization.

HEALTH & SCIENCE*

*Healthcare Professionals,
Healthcare Organizations,
Research Institutions, Academic
Institutions, Scientists*

Be a senior officer of a major institution or agency or have a national or international reputation for research or clinical practice.

GOVERNMENT*

*Armed Forces, Diplomatic
Corps, Elected Officials,
Justice, Public Agencies*

Hold a top elected or appointed office, with a high likelihood of qualification for membership if not re-elected or re-appointed. Be a senior official in an institution with responsibility comparable to guidelines for Corporate and/or Professional members.

EDUCATION

Be a president, chancellor or provost of a university or college; a direct-report of the institution's CEO-equivalent; or a superintendent of a significant system.
Or have a national or international reputation in an academic field.

UNIQUE LEADERSHIP Hold a one-of-a-kind position carrying unique power and influence.

*Up to three members may be admitted from a significant company/firm/institution in these criteria so long as one does not report to the other or the same individual within the company/firm/ institution below the CEO level and otherwise meet the membership criteria.

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