



July, 2014

Dear IWF Chicago Member,

IWF Chicago's future growth is dependent upon you – our existing members – to recommend qualified candidates for membership. To that end, the Membership Committee has been working behind the scenes over the past several months to improve and streamline the membership nomination process utilizing our website.

With more than 5,500 women leaders participating worldwide in IWF, we encourage you to nominate candidates who are the *highest ranking women* in their corporation and/or profession, as well as a *recognized leader* in their community.

### **New Member Sponsorship Process: 5 Simple Steps**

- Step 1:** Prior to discussing membership with a candidate, please reference the attached [General Membership Criteria](#) or contact a Membership Committee member.
- Step 2:** If you know of a potential member but are unsure of her interest, please reach out to a member, or anyone on the Membership Committee to arrange a meeting with the potential member to share information about IWF, including but not limited to membership requirements, expectations, and benefits. A brief summary about IWF is attached for your reference.
- Step 3:** Prior to considering a potential member, a minimum of two IWF members must complete a [sponsor recommendation form](#) located on the IWF Chicago website (www.iwfchicago.org)  
Sponsor Form Link: [http://iwfchicago.org/form.php?form\\_id=7](http://iwfchicago.org/form.php?form_id=7)
- Step 4:** Once a candidate has two or more sponsors, she will be sent a link by the administrator's office with a copy to her sponsors and membership chair, to complete a [candidate application](#) which also requests a resume. *The application and sponsors recommendations will then be ready for review and approval the*

*following month by the Membership Committee, unless the Membership Committee requires additional information or wants to meet a candidate.*

Candidate Form Link: [http://iwfchicago.org/form.php?form\\_id=8](http://iwfchicago.org/form.php?form_id=8)

**Step 5:** The Membership Committee will send approved candidates to the Board for final approval. Once a candidate is approved, a “welcome package” will be sent to the new member including a welcome letter, an overview of the forum, and a dues invoice.

When the annual dues have been paid, the new member will receive her personal login information for the IWF global website as well as login information for the local IWF-Chicago Forum website. On the local website, new members can update their profile, view and register for upcoming events, and stay informed about IWF Chicago member news. *Her name will also appear in the next member roster in red signifying the new members for 2014. **Note: A candidate is not an official IWF member until dues have been received.***

If you have any questions or comments, please do not hesitate to contact me or Michelle Fowler at our IWF Chicago Forum office at 815-806-4908 for personal assistance. This information will be posted to our website under the Members Only tab.

Warm regards,



Marilyn I. Lissner  
IWF-Chicago Membership Chair  
847.518.3223 office  
marilyn.lissner@cushwake.com