

**Women's Enterprise
Leadership Forum:**
Forum Governing Group
and Forum At Large

Policies & Procedures



January 2010

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VISION

The Women's Enterprise Leadership Forum drives the success of all WBENC certified Women Business Enterprises through education, opportunities and resources.

PURPOSE STATEMENT

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate and Regional Partner Organization appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

FORUM MEMBERSHIP

WOMEN'S ENTERPRISE LEADERSHIP FORUM APPOINTMENT PROCESS

Appointments to the Forum are made by WBENC Corporate Members and by the Regional Partner Organizations (RPOs); each have two appointments. Corporate Members are encouraged to nominate their representatives as part of the new member orientation. Early each year, WBENC's President also sends a letter to all Corporate Members without two Forum representatives, encouraging them to appoint current WBE suppliers to the Forum. All RPOs are required by the Designation Agreement to appoint two representatives to the Forum. Nomination forms are submitted to Alliance Relationships staff for review to make certain that they meet the requirements. RPO appointees immediately become members of the Forum Governing Group (FGG). Corporate appointees become members of the Forum At Large (FAL) and can apply for membership in the FGG after one year.

Please refer to the Appendix for the following documents:

- *Corporate Forum Nomination Request Letter*
- *Corporate Nomination Form*
- *RPO Nomination Form*

1. If a Forum member is no longer a current supplier to the appointing WBENC Corporate Member, the Forum member will have 90 days to identify another eligible WBENC Corporate Member to appoint her or she will be removed from Forum membership (unless granted a waiver by the Forum Executive Committee.)
2. Once a Forum At Large member has served one year, she is eligible to be nominated for the FGG and must receive written recommendations from both her RPO and her corporate appointer.

Refer to:

- *Forum GG - Application Letter*
- *Forum GG - Application*

3. Each new Forum At Large member will receive the FAL Welcome Package to include the Forum Policies and Procedures (this document), other informational documents as appropriate, and the following:
 - *Forum AL - Welcome Letter*
 - *Forum AL - Commitment Letter*
 - *Forum AL - Position Description*

4. Each new Forum Governing Group Member will receive the FGG Welcome Package to include the Forum Policies and Procedures (this document), other informational documents as appropriate, and the following:
 - *Forum GG – Welcome Letter*
 - *Forum GG – Position Description*
 - *Forum GG – RPO Position Description*
 - *Forum GG – Commitment Letter*
 - *Forum GG – Biography Template*

FORUM BENEFITS

1. Eligibility to serve on WBENC National Committees. WBENC’s Committees are its underlying strength. Chaired by Corporate Members from the Board of Directors and staffed by WBENC personnel, all committees include representatives from each of WBENC’s constituent groups— women business enterprises, corporate supplier diversity personnel, and women’s business organizational partners. These committees develop policy and plan programs and new services that support the growth of WBENC and its mission. Committees meet twice a year in Washington, DC (March and November) and frequently in between telephonically.

Refer to the Appendix for the 2010 Board Committee Structure

2. Ultimate eligibility to be nominated to serve on the WBENC Board of Directors
3. Opportunity to meet and work directly with Corporate Members three times a year
4. Visibility as a WBE Leader

FORUM STRUCTURE

FORUM AT LARGE (FAL)

The Forum At Large is the first step into national engagement and leadership. Each WBENC Corporate Member can appoint two current WBEs suppliers to the Forum. Corporate appointees can serve on either the FAL or the FGG as appropriate.

TERMS

1. The FAL member term is 2 years
2. FAL members must be reappointed by a WBENC Corporate Member every 2 years

TERM LIMITS

The FAL member will not be subject to term limits.

REQUIREMENTS

1. Must sign Commitment Letter
2. Must be active in their Regional Forum
3. Must attend the Annual Forum Meeting held in conjunction with the Women in Business conference (WIB) each year (unless excused by the Forum Executive Committee)
4. Must attend and participate in the WIB Conference
5. Must be responsible for all travel expenses
6. Must support WBENC financially by “getting or giving” a minimum of \$2K annually

FORUM GOVERNING GROUP (FGG)

The recommended size of the FGG is 70, two from each of the 14 RPOs and the balance from WBENC Corporate Members. All new corporate appointees must serve on the FAL for a minimum of 1 year before becoming eligible to serve on the Governing Group.

TERMS

1. The FGG member term is 3 years
2. FGG members must be reappointed by their RPO or a WBENC Corporate Member every 3 years in order to remain on the FGG.

TERM LIMITS

1. The FGG member will be limited to 2 terms.
2. The FGG member will be eligible for reappointment if she stays engaged with the Forum At Large for 1 year after stepping down from the FGG. The Forum Executive Committee has the authority to consider exceptions to this policy if necessary.

REQUIREMENTS

1. Must sign the Commitment Letter
2. Must attend and actively support three meetings per year which include the Salute (March), WIB conference (June), and the November WBENC Board of Directors and Committee meetings (unless excused by the Forum Executive Committee.).
3. Must attend the Salute and the WIB conference (unless excused by the Forum Executive Committee).
4. Must serve on a Task Force of the FGG.
5. Must serve on the related WBENC Board Committee.
6. Must contribute to WBENC in two or more of the following ways:
 - Promote WIB by getting others to attend WIB and/or become certified;
 - Sponsor an event;
 - Donate and/or purchase an item for the annual Silent Auction;
 - Get a Corporate Member to donate an auction item;
 - Make a cash contribution in an amount based on her company's revenue;
 - Actively support and participate in the Best Practices initiative and/or other activities with your Regional Forum;

OR by doing one of the following:

- Recruiting a new Corporate Member; and/or
- Getting a Corporate Member to sponsor an event.

FORUM LEADERSHIP

NOMINATIONS PROCESS FOR FORUM LEADERSHIP ROLES * Subject to revision upon recommendations from the Board Governance Committee

The Women's Enterprise Leadership Forum occupies one sixth of the seats (currently nine) on the WBENC Board of Directors. Nominations to the board are made each year and acted on by the WBENC Board at the November meeting. Only Forum Governing Group members are eligible for seats on the WBENC Board.

Refer to the Forum Leadership Nominations Process

WBENC BOARD OF DIRECTORS

- FGG members are eligible to serve on the WBENC Board of Directors after serving for a minimum of 1 year on the FGG.
- Nominations for open positions will be accepted via e-mail to the WBENC Chair, President, Forum Chair and Forum Staff Leader in the Fall (exact dates will vary) of each year and presented for election at the November Board of Directors meeting.

Refer to:

- *Board Nomination Memo*
- *WBENC Board of Director Position Description*
- *Non-selected Candidates for Board Letter*

FORUM CHAIR

- Responsible for the overall operations of the Women’s Enterprise Leadership Forum both Governing Group and At Large
- Nominations to be made via e-mail to the WBENC Forum Staff Leader in the Fall of each year for election by the WBENC Executive Committee in October unless waived by the EC for the Chair to remain in place.

Refer to:

- *Chair Nomination Memo*
- *Chair Position Description*

FORUM VICE CHAIR

- Responsible for chairing the Forum At Large including oversight of the Annual Forum Meeting
- Nominations to be made via e-mail in the Fall of each year for election by the WBENC Executive Committee in October unless waived by the EC for the Vice Chair to remain in place.

Refer to:

- *Vice Chair Nomination Memo*
- *Vice Chair Position Description*
- *Non-selected Candidates for Chair Letter*

FORUM CHAIR EMERITUS

- If choosing to remain active, responsible for the oversight of the Regional Forums and/or other duties as assigned by the Forum Chair.
- Will have a permanent position on the FGG

Refer to the Chair Emeritus Position Description

FORUM EXECUTIVE COMMITTEE (FEC)

The FEC will consist of the Immediate Past Chair, Chair, and Vice Chair.

APPENDIX

The documents listed below are grouped by relevance

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WBENC BOARD OF DIRECTORS COMMITTEE STRUCTURE

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[Date]

Dear Corporate Member:

Did you know that one of the benefits of being a WBENC corporate member is to appoint two WBEs to the Women's Enterprise Leadership Forum? Your nominees must be **current prime suppliers** to your corporation and be WBENC certified. The Forum, comprised of a Governing Group and an At Large body, works closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for women's business enterprises (WBEs). Forum members advocate for all WBEs at the national level through participation in regular meetings, conference calls and attendance at the annual national meeting.

Interest in this important body has grown substantially. The two-level structure has enabled greater participation by WBEs representing a wide range of industries and geographic areas, since all WBENC corporate members can nominate two current WBE suppliers.

- At present your company has one representative on the Forum, _____ on the Governing Group (or Forum At Large). Therefore you still have an opportunity to nominate **one active WBE supplier** to serve on the Forum At Large.
[OR]
- Since your company is not currently represented, **you may nominate two active WBE suppliers**, both of whom will serve on the Forum At Large;
[THEN]
- After one year, members of the Forum At Large will be eligible to apply for appointment to the Forum Governing Group.

The Forum At Large meeting is always held during the Women in Business (WIB) Conference. This year's meeting will be a joint meeting of the Governing Group and the At Large Forum and will take place on **[insert relevant date and time]** at **[insert location]**. Following the Forum meeting this year is **[insert conference details and special events.]** This important ____ will help WBEs and corporate members address _____ for their business.

Please encourage all of your WBE suppliers to attend WIB**[insert year]** so that they will not miss out on this valuable, once a year event. This conference represents an important opportunity for WBEs to network with others and to meet corporate representatives. Visit the WBENC website, www.wbenc.org, for up-to-the-minute information and details on **WIB20__**.

Please act today and use the attached form to nominate your Forum representative(s). If you have any questions, please call or email **[insert Alliance Relationships staff member]** at **[insert phone # and e-mail address]** Fax the completed form to: **[insert fax #.]**

On behalf of WBENC President, Linda Denny and as the Chair of the Women's Leadership Forum, I look forward to receiving the names of your WBE Forum At Large nominees and to seeing each of you in **[insert name of city]**, at the 20__ WIB Conference, June____.

Sincerely,

Linda J. Denny
President and CEO
Women's Business Enterprise National Council

Attachments:

Forum At Large – Position Description
Forum At Large – Corporate Nomination Form

Corporate Forum Nomination Request_Rev 01-08-2010

1120 Connecticut Ave. NW, Suite 1000 | v: 202.872.5515 f: 202.872.5505
Washington, DC 20036-3951 | info@wbenc.org www.wbenc.org



Women's Enterprise Leadership Forum Corporate Nomination Form

Each corporate member of the Women's Business Enterprise National Council (WBENC), is provided the opportunity to nominate two Women's Business Enterprises (WBEs) to the Women's Enterprise Leadership Forum (Forum). Your nominees must be current suppliers of your corporation and be WBENC certified. We encourage you to take advantage of this membership benefit.

| 1 st Nominee: WBE INFORMATION | |
|---|----------------|
| Owner Name: | _____ |
| Title: | _____ |
| Name of Business: | _____ |
| Address: | _____ _____ |
| City, State, Zip: | _____ |
| Phone: | _____ |
| Fax: | _____ |
| Email address: | _____ |
| Web address: | _____ |
| Date WBENC certification expires | _____ |
| This WBE provides the following products or services to my company: | _____ _____ |
| 2 nd Nominee: WBE INFORMATION | |
| Owner Name: | _____ |
| Title: | _____ |
| Name of Business: | _____ |
| Address: | _____ _____ |
| City, State, Zip | _____ |
| Phone: | _____ |
| Fax: | _____ |
| Email address: | _____ |
| Web address: | _____ |
| Date WBENC certification expires | _____ |
| This WBE provides the following products or services to my company: | _____ _____ |
| WBENC CORPORATE MEMBER INFORMATION | |
| Nominated by: | _____ |
| Company: | _____ |
| Phone: | _____ |
| Email: | _____ |

For more information about the Forum or if you have any questions, please contact Susan Prado at 202.872.5515x1193 or sprado@wbenc.org.

Please return completed form via fax to 626.836.5709 or e-mail to sprado@wbenc.org.

**Women's Business Enterprise National Council
Women's Enterprise Leadership Forum Governing Group
RPO Nomination Form**

Each Partner Organization of the Women's Business Enterprise National Council (WBENC) is required to nominate two Women's Business Enterprises (WBEs) to represent their constituents on the Women's Enterprise Leadership Forum (Forum). As these two women will serve as part of the Governing Group of the Forum, they must be WBEs in good standing and active both locally and nationally.

| 1st Nominee: WBE INFORMATION | |
|--|-------|
| Name: | _____ |
| Title: | _____ |
| Name of Business: | _____ |
| Address: | _____ |
| City, State, Zip: | _____ |
| Phone: | _____ |
| Fax: | _____ |
| Email address: | _____ |
| Web address: | _____ |
| Is this business currently WBENC certified? _____ Yes _____ No | |
| 2nd Nominee: WBE INFORMATION | |
| Name: | _____ |
| Title: | _____ |
| Name of Business: | _____ |
| Address: | _____ |
| City, State, Zip: | _____ |
| Phone: | _____ |
| Fax: | _____ |
| Email address: | _____ |
| Web address: | _____ |
| Is this business currently WBENC certified? _____ Yes _____ No | |
| WBENC RPO INFORMATION | |
| Nominated by: | _____ |
| RPO: | _____ |
| Phone: | _____ |
| Email: | _____ |
| Signature: | _____ |
| Date: _____ | |

For more information about the Forum or if you have any questions, please contact Susan Prado directly at 310.437.1193 or 202.872.5515x1193. Thanks!

Please fax this form to Susan Prado at 626.836.5709 or send by email to sprado@wbenc.org



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Subject: Governing Group Application

Dear

Thank you for your interest in becoming a member of the Women's Enterprise Leadership Forum Governing Group. As you know, this group serves as the liaison between Regional Partner Organizations and WBENC leadership to help identify solutions to challenges affecting WBEs across the country. The Forum Governing Group is an active participant in supporting WBENC and enhancing its effectiveness.

Qualifications:

1. Must have served on the Forum At Large (FAL) for a minimum of one year
2. Currently doing business with the corporation that nominated you to the Forum At Large
3. Currently involved and active with your Regional Forum

To be considered for this group, please:

- Complete the attached Forum GG Application form
- Review and sign the attached Forum GG Commitment Letter

Please email the completed forms to sprado@wbenc.org and send a copy to nancy@myasap.com.

Sincerely,

Nancy Williams
Nancy Williams, Chair
Women Enterprise Leadership Forum

Forum GG-Application letter_Rev 01-08-2010



**Women's Enterprise Leadership Forum
Application for the Forum Governing Group**

Name: _____

Title: _____

Company Name: _____

Address: _____

Phone Number: _____ (O) _____ (cell)

Fax: _____ E-mail: _____

1) Which Regional Partner Organization (RPO) processed your WBENC certification?

a) Certified since: _____

b) Certification expires: _____

c) Are you an active member of your local RPO? _____ Yes _____ No

d) What regional RPO activities do you participate in and how (attendee or sponsor)?

2) Are you an active member of WBENC? ___ YES ___ NO

a) If yes, what events have you actively participated in?

b) Have you sponsored any WBENC events? If so, please list the event title, date, and sponsorship level. _____

3) Which corporation or RPO is nominating you to the Governing Group?

a) If a corporation, are you presently doing business with this corporation?

___YES ___NO
For how long? _____

b) Please provide the following information regarding the corporation or RPO nominating you:

Corporation/RPO: _____

Contact Name: _____

Title: _____

Phone number: _____

Email: _____

4) Please attach an e-mail or letter of support from the corporation/RPO nominating you. If nominated by an RPO, the written communication should outline your participation in the Regional Forum. If nominated by a corporation, the written communication should outline how you have been an ambassador back into your appointing corporation.

5) Identify your top three corporate customers

a) _____

b) _____

c) _____

6) What industry is your business in? _____

7) How many years has your company been in business? _____

8) How long have you served on the Forum At Large? _____

9) Have you ever served on the Forum's Governing Group? (If yes, please list the years that you served) _____

10) Have you reviewed and signed the Commitment Letter? (If so, please attach)

ESSAY:

In 200 words or less, please tell us why you would be an asset to the Forum Governing Group.



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Women's Enterprise Leadership Forum At Large

Dear

Congratulations on your appointment to the Forum At Large!

The Forum At Large is comprised of WBE's nominated by WBENC Corporate Members. It's primary purpose is to ensure that all businesses have a voice at the national level regardless of revenue or employee size.

To accomplish this, Forum At Large members must work closely with members of the Forum Governing Group and their Regional Partner Organization, to encourage communication and collaboration within their region. The Forum At Large is tasked with identifying issues and reporting the information to their local Forum Governing Group members. After thorough discussion during the Forum Governing Group meeting, the Forum Chair will report issues and solutions at the next scheduled WBENC Board meeting.

The Forum At Large meets once a year during the Women in Business conference. Our next conference will be held (Date), in (City, State). For more information regarding the conference, please visit www.wbenc.org. In addition, you may be requested to participate in telephonic meetings.

Attached is the Forum At Large Commitment Letter for you to fill out and return to (Forum Staff Leader) via email at (e-mail address). Also attached is a Forum At Large Position Description and the Forum Policies & Procedures. If you have questions regarding these documents or the Forum At Large, please contact Susan Prado, WBENC's Forum Staff Leader at (202) 872-5515 x1193.

Sincerely,

(NAME)
Forum Chair

ATTACHMENTS:

Forum At Large Commitment Letter
Forum At Large Position Description
Forum Policies and Procedures

Forum AL-Welcome Letter_R01-08-2010



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**Women's Enterprise Leadership Forum At Large
Commitment Letter**

I, _____ have read and fully understand the benefits, role, and responsibilities of serving on the Women's Enterprise Leadership Forum At Large (FAL).

I commit to the following:

- To attend and actively support the Women in Business (WIB) conference held annually in June.
- To attend the Forum Annual Meeting held during WIB.
- To submit a request for an excused absence to the Forum Executive Committee if I am unable to attend either the WIB conference or the Forum Annual Meeting.
- To actively support and participate in the Best Practices initiative and/or other activities of my Regional Forum.
- To be responsible for all my travel expenses.
- To contribute to WBENC by "getting or giving" a minimum of \$2K annually.

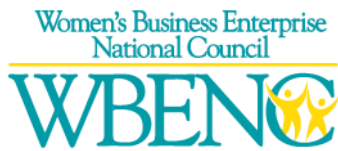
I understand that if I am unable to meet these requirements I will be removed from the Forum At Large.

I confirm that I meet the requirements to serve on the FAL and commit to meet the General Expectations outlined in the Position Description.

Signed

NAME

DATE



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Title:

Member - Women's Enterprise Leadership Forum At Large

Reports To:

Vice Chair of the Governing Group of the Women's Enterprise Leadership Forum

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its regional partner organizations (RPOs).

Purpose Statement:

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate or RPO appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

General Expectations:

- At Large Forum members must attend and actively support the Women in Business conference held annually in June.
- At Large Forum members must attend the Forum Annual Meeting held during the Women in Business (WIB) annual conference
- If the Forum At Large member is unable to attend either the WIB conference or the Forum Annual Meeting, she must submit a request for an excused absence to the Forum Executive Committee.
- Forum At large members missing the Forum Annual Meeting without an excused absence will be removed from the Forum At Large.
- At Large Forum members must actively support and participate in the Best Practices initiative and/or other activities of their Regional Forum.
- At Large Forum members must be responsible for all travel expenses.
- At Large Forum members must contribute to WBENC by "getting or giving" a minimum of \$2K annually.

Opportunity:

- May serve on a national WBENC committee which meets twice annually in conjunction with the Board of Directors meetings in March and November in Washington, DC
- Eligible for nomination to the Governing Group of the Forum after one year service on the Forum At Large

Qualifications:

- A Forum At Large member must be currently WBENC certified and a member in good standing of a Regional Forum.
- Must be appointed by a WBENC Corporate Member with whom they must be doing business.
- Must be willing to fulfill the “General Expectations” section above.
- Must sign the Commitment letter.
- Leadership role with Regional Forum preferred.

Terms/Term Limits:

- The Forum At Large member term is two years
- Forum At Large members must be reappointed by a WBENC Corporate Member every two years
- The Forum At Large member will not be subject to term limits

Forum AL-Position Description_R01-08-2010



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Women's Enterprise Leadership Forum Governing Group

Dear

Congratulations on your appointment to the Forum Governing Group!

The Governing Group, which has a maximum of 70 members is comprised of WBE's nominated by either their Regional Partner Organization or by a Corporate Member. It's primary purpose is to ensure that all businesses have a voice at the national level regardless of revenue or employee size.

To accomplish this, Governing Group members must work closely with members of the Forum At Large and their Regional Partner Organization, to encourage communication and collaboration within their region. The Forum At Large is tasked with identifying issues and reporting the information to their local Governing Group members, who in turn shall report the issues to the Forum Chair. The Forum Chair will appropriately add the information to the next scheduled meeting agenda for discussion and remedy. After thorough discussion during the Governing Group meeting, the Forum Chair will report the issues/resolutions at the next scheduled WBENC Board of Directors meeting.

Meetings are held three times a year and, as a Forum Governing Group member, we ask that you attend and actively support all three. Governing Group members also commit to attending and actively supporting the annual Summit and Salute and the Women in Business conference (WIB). If you are unable to attend the Salute, WIB and/or one of the Forum Governing Group meetings, you must submit a request for an excused absence to the Forum Executive Committee.

Attached, please find the Forum Governing Group Position Description, a Forum Governing Group Commitment letter and a Member Biography template for you to fill out, sign and return to **XXXX @ (e-mail address)** no later than **XXXX**. Also enclosed are the Forum Policies and Procedures. If you have any questions about these documents or the Governing Group, please contact _____, WBENC's Forum Staff Leader at _____.

Sincerely,

(Forum Chair)

Attachments:

- Forum Policies & Procedures
- Forum GG Commitment letter
- Forum GG Position Description
- Forum Member Biography Template

Forum GG-Welcome Letter_R01-08-2010



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Title:

*Member - Women's Enterprise Leadership Forum **Governing Group***

Reports To:

Chair of the Women's Enterprise Leadership Forum

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its regional partner organizations (RPOs).

Purpose Statement:

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate or RPO appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

Benefits of Forum Governing Group Service:

- Eligible to serve on National Committees
- Eligible for nomination to the WBENC Board of Directors after one year of service on the Forum Governing Group (FGG)
- Recognition as a leader and a FGG member on the WBENC website
- Tri-annual opportunities to meet and work with WBENC Board members

Duties, Responsibilities and Expectations:

General Expectations – to be an active participant in the Forum and WBENC

- FGG Members must attend and actively support three meetings per year which include the Salute (March), WIB conference (June), and the November Board of Directors and Committee meetings.
- FGG Members must attend the Salute and WIB conference.
- If the Forum Governing Group member is unable to attend the Salute, WIB and/or one of the Forum meetings, she must submit a request for an excused absence to the Forum Executive Committee.
- Forum Governing Group members missing any meeting without an excused absence will be removed from the Group.
- Forum Governing Group Members must serve on a Task Force of the FGG.
- Forum Governing Group Members must serve on the related WBENC Board Committee.

- Forum Governing Group members must contribute to WBENC in **two** or more of the following ways:
 - Promote WIB by getting others to attend WIB and/or become certified;
 - Sponsor an event;
 - Donate and/or purchase an item for the annual Silent Auction;
 - Get a corporate member to donate an auction item;
 - Make a cash contribution in an amount based on your company's revenue;
 - Actively support and participate in the Best Practices initiative and/or other activities with your Regional Forum.

OR by doing **one** of the following:

 - Recruiting a new Corporate Member; and/or
 - Getting a Corporate Member to sponsor an event.

- Forum Governing Group members must sign the Commitment Letter acknowledging all of the above referenced items.

Forum Leadership

- Assists the Forum Chair to ensure that Regional Forum issues and concerns are included in the national Forum agenda
- Provides regular and ongoing input to the Chair of the Forum on regional, national and global issues.
- Commits to a thorough understanding and promotion of:
 - WBENC's corporate membership policies and their individual and varied WBE policies and goals;
 - The economic, political and policy issues that impact (and may impact) Corporate Members in general;
 - How procurement policies and trends affect WBE's and what strategies they should apply to respond;
 - The role that the Forum plays in assisting Corporate Members to integrate WBEs throughout their supply chains.
- Provides recommendations for constructive feedback and guidance to both national and Regional Forum members when necessary and/or appropriate.

Planning and Organization

- Works with FGG Chair and Vice Chair to ensure that the Forum effectively develops an annual plan with specific goals that serve to fulfill WBENC's vision, mission and organizational goals.
- Regularly monitors these goals and troubleshoots when necessary.

Qualifications

- Must be currently WBENC certified and in good standing with WBENC.
- Must be doing business with the corporate member that appointed her.
- Must provide a written confirmation from corporate appointer confirming "ambassadorship" back into corporation and a statement from her RPO confirming local participation
- Must be willing to fulfill "General Expectations" section above.

- Must have demonstrated proven ability to identify potential problems and opportunities and respond appropriately.
- Must have proven leadership abilities, including the ability to bring a group to consensus and to resolve conflict.

Term/Term Limits:

The Forum Governing Group (FGG) member term is three years; FGG members must be reappointed by their Regional Partner Organization (RPO) or a WBENC Corporate Member every three years in order to remain on the FGG. The FGG member will be limited to two terms and will be eligible for reappointment if they stay engaged with the Forum At large for one year after stepping down from the FGG. The Forum Executive Committee has the authority to consider exceptions to this policy if necessary.

Forum GG-Position Description_R01-08-2010



Creating Opportunities...Recognizing Excellence

Title:

Regional Partner Organization Appointee to the Women's Enterprise Leadership Forum Governing Group

Reports To:

Chair of the Women's Enterprise Leadership Forum and the Executive of the Regional Partner Organization (RPO)

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its regional partner organizations (RPOs).

Purpose Statement:

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate or RPO appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

Duties, Responsibilities and Expectations:

General Expectations

- The RPO Appointee's responsibility will be to work with their RPO to establish/build and support a Regional Forum as it relates to WBENC WBE certification, networking and educational events.
- The RPO Appointees will serve as the liaison for the Regional Forum and the Forum Governing Group (FGG).
- The RPO Appointee will be responsible for communicating WBE issues and concerns to the FGG.
- The RPO Appointee will be responsible for working with the Executive Director in providing an annual report to the Forum (Governing Group and At Large); which will highlight successes, outline upcoming events and share best practices in the territory.
- The RPO Appointee will be responsible for communicating the Forum Governing Group's agenda and WBENC activities back to the Regional Forum.
- The RPO Appointee will be responsible for providing mentoring to other WBEs who are interested in servicing in a leadership role on the national level.



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- The RPO Appointee is expected to attend a minimum of two of the three meetings annually during the WBENC Summit and Salute, Women In Business conference and the November WBENC Board meeting
- Working collaboratively with Forum Leadership
 - Provides and assists the Forum Chair to ensure that the Regional Forum trends, strategies and best practices are included in the Forum Governing Group agenda.
 - Assists with the education of Regional Forum members, to ensure a thorough understanding of:
 - The WBENC Strategic Plan
 - The Women's Enterprise Leadership Forum Goals
 - How to Access and Navigate the Corporate Marketplace

Qualifications

- The RPO Appointee must be currently certified and in good standing with WBENC.
- Must be willing to fulfill the "General Expectations" section above.
- Must have demonstrated proven ability to identify potential challenges and opportunities and respond appropriately.
- Must have current contract(s) with a WBENC national Corporate Members.
- Must be willing to serve for a term provided by the RPO and provide guidance to the successor upon completion of the term.
- Must be financially willing to cover her expenses to the Women's Enterprise Leadership Forum meetings and support WBENC's national events.

Forum GG-RPO Appointee Position Description_R01-08-2010



Creating Opportunities...Recognizing Excellence

Women's Enterprise Leadership Forum Governing Group
Commitment Letter

I, _____ have read and fully understand the benefits, role, and responsibilities of serving on the Women's Enterprise Leadership Forum Governing Group (FGG).

I commit to the following:

- To attend and actively support three meetings per year which include the Salute (March), WIB conference (June), and the November WBENC Board of Directors and Committee meetings;
 - To attend the Salute and WIB Conference;
 - To submit a request for an excused absence to the Forum Executive Committee if I am unable to attend any of the three meetings or the Salute and the annual Women In Business conference;
 - To serve on a Task Force of the FGG;
 - To serve on the related WBENC Board Committee;
 - To contribute to WBENC in **two** or more of the following ways:
 - Promote WIB by getting others to attend WIB and/or become certified;
 - Sponsor an event;
 - Donate and/or purchase an item for the annual Silent Auction;
 - Get a corporate member to donate an auction item;
 - Make a cash contribution in an amount based on your company's revenue;
 - Actively support and participate in the Best Practices initiative and/or other activities with my Regional Forum.
- OR by doing **one** of the following:
- Recruiting a new Corporate Member; and/or
 - Getting a Corporate Member to sponsor an event.

I understand that if I am unable to meet these requirements I will be removed from the Forum Governing Group. I also understand that the term for Forum Governing Group members is three years, limited to two terms.

I confirm that I meet the requirements to serve on the FGG and commit to meet the General Expectations responsibilities outlined in the Position Description.

Signed

NAME

DATE

INSERT YOUR COMPANY LOGO HERE

INSERT YOUR PHOTO HERE

NAME: _____

Forum Member Since: (Year) _____

Appointed by: (Corporation Name or RPO) _____

Please insert a short bio. This should NOT be a resume; it should be a paragraph bio in third person format. Please do not write more than what can fit on this space provided. Document may not be more than one page. Also, the font type and size may NOT be changed.

Name, Title
Company Name
Address, City, State, Zip Code
Phone: 000-000-000 Fax: 000-000-000
Web Address
Email



Creating Opportunities...Recognizing Excellence

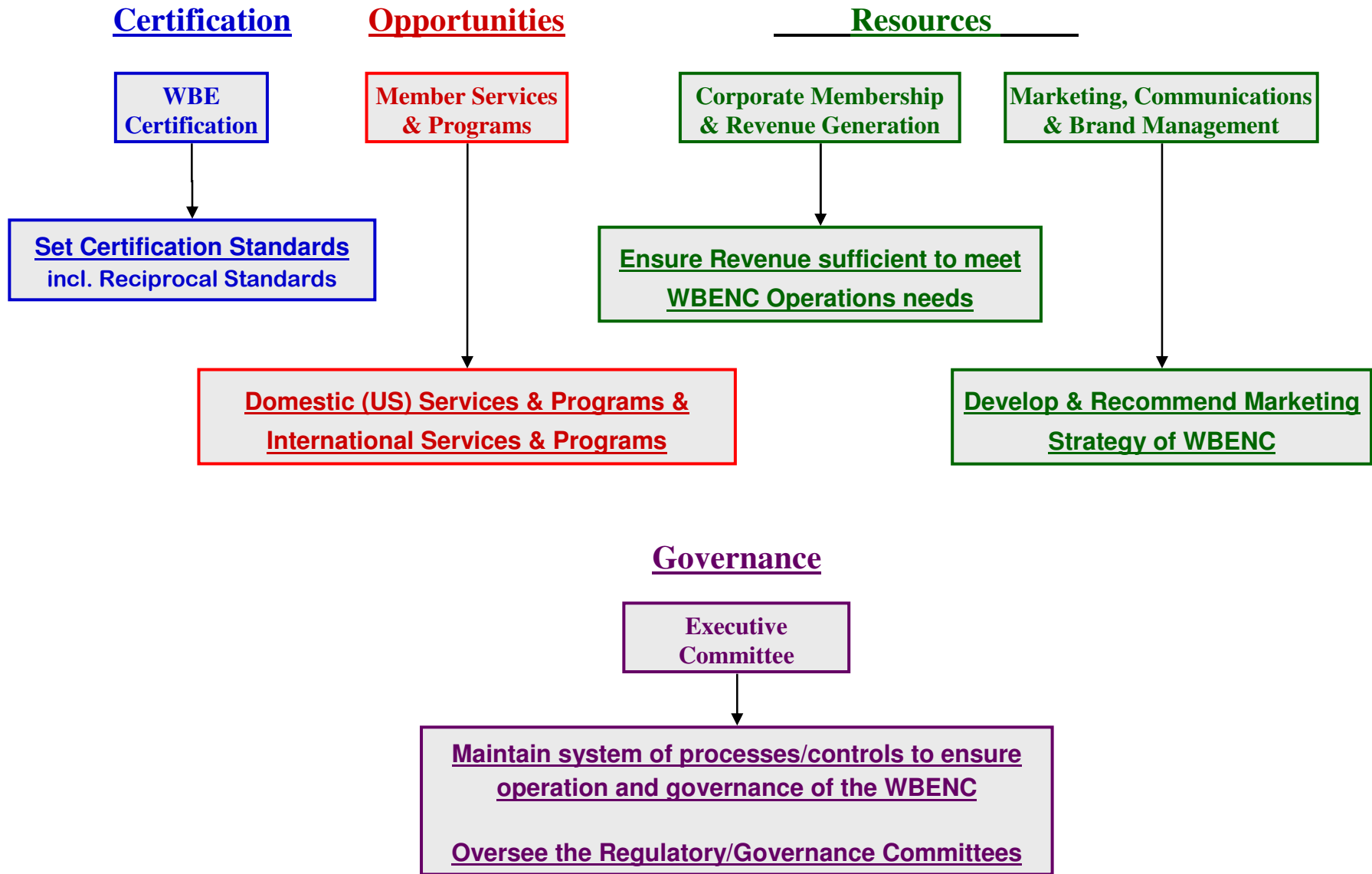
2010 Board Committee Structure

WBENC's Committees are its underlying strength. Chaired by Corporate Members from the Board of Directors and staffed by WBENC personnel, all committees include representatives from each of WBENC's constituent groups— women business enterprises, corporate supplier diversity personnel, and Regional Partner Organizations. These committees develop policy and plan programs and new services that support the growth of WBENC and its mission. Committees meet twice a year in Washington, DC (March and November) as well as telephonically, throughout the year.

| Level I Committees | Chair | Staff Leader | Committee Admin |
|---|------------------------|---------------------|------------------------|
| Executive | Pamela Eason | Linda Denny | Marjohn Heath |
| Marketing, Communications, and Brand Management | Debra Jennings-Johnson | Cristy McCullough | Allison Gibson |
| Corporate Membership and Revenue Generation | Theresa Harrison | Paige Adams | Kim Jones |
| Member Services and Programs | Benita Fortner | Betty Cole | Jason Moore |
| WBE Certification | Nancy Conner | Candace Waterman | Susan Cates |
| Level II Committees | Chair | Staff Leader | Committee Admin |
| Domestic Programs | Ruby McCleary | Betty Cole | Jason Moore |
| Global Business | Michael Robinson | Susan Prado | Alice Spears |
| Finance | Kathy Homeyer | Lynn Quinn | |
| Audit | Barbara Carbone | Lynn Quinn | |
| Ethics | Mary Tacher | Lynn Quinn | |
| Nominating | Lynn Scott | Linda Denny | Marjohn Heath |
| Forum | Chair | Staff Leader | Committee Admin |
| | Nancy Williams | Susan Prado | Allison Gibson |
| Leadership Council | Chair | Staff Leader | Committee Admin |
| | Geri Swift | Candace Waterman | Susan Cates |

2010 Board Committee Structure_R01-08-2010

WBENC Board of Directors “Level 1” Committee Structure





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Women's Enterprise Leadership Forum **Nominations Process for Election of Board Members, Chair and Vice Chair**

WBENC Board of Directors

The Women's Enterprise Leadership Forum occupies one sixth of the seats (currently nine) on the WBENC Board of Directors. Nominations to the board are made each year and acted on by the WBENC board at the November meeting. Only Forum Governing Group members are eligible for seats on the WBENC Board.

Process

- The Forum Chair will send out a memo to all Forum Governing Group members in the Fall of each year requesting nominations to the Board of Directors.
- The memo will detail the information required from the nominee and where it should be submitted, and the deadline for submission.
- Submissions will be reviewed by the Forum Chair, Board Chair and WBENC President in collaboration with Alliance Relationships staff.
- The Board Nominating Committee will review the Forum board candidates in October and submit the nominations to the board for action in November.
- The WBENC President will communicate the election results to all candidates.

Forum Chair and Vice Chair

The Forum Chair and Vice Chair must be members of the Board of Directors. Past practice has been that the Forum Chair serves for two years and that the Vice Chair then succeeds the Chair and a new Vice Chair is elected. The Forum Chair may serve for more than one term at the discretion of the WBENC Executive Committee. The usual term for the Vice Chair is also two years. Every two years nominations will be held for the position of Vice Chair (unless the EC extends the term of the Vice Chair).

The selection of the Forum Chair is made by the Executive Committee (EC). Upon the expiration of the term of the Chair, and with the approval of the Executive Committee, the Vice Chair will assume the role of Chair. Should the Vice Chair be unable assume the role of Chair, nominations for Vice Chair (and possibly Chair) will be requested from the Forum Governing Group and submitted to the EC.

Process

- The Forum Chair will send out a memo to all Forum Governing Group members requesting nominations for Forum Chair (if open) and Vice Chair (if open).
- Persons interested in the Vice Chair position who are not already on the board must seek appointment to the board of directors simultaneous to applying for the Vice Chair position.
- The Forum Chair will request nominations for Vice Chair at the same time and with the same process as nominations for the board positions.
- Candidates for Chair and Vice Chair will be submitted to the Forum Staff Leader for review and presentation to the WBENC President, Board Chair, Forum Chair and Alliance Relationships staff.
- Recommendations will be made to the Executive Committee at the October meeting.
- The Forum Chair will communicate the selection results to all not selected candidates.

Forum Leadership Nominations Process_R01-08-2010



Memorandum

To: Women's Enterprise Leadership Forum Governing Group
From: _____, Chair, Women's Enterprise Leadership Forum
cc: _____, Board Chair
_____, WBENC President
Date:
RE: Nominations to the WBENC Board of Directors

Open Board Positions on WBENC Board of Directors

The WBENC Board of Directors is comprised of three different constituencies. Two-thirds of the WBENC Board consists of corporate representatives while the remaining one-third includes representatives from our Regional Partner Organizations and our Women Business Enterprises. **XX** Nomination(s) for a **(year)** position(s) is now open.

The Board slate is presented each year at our November meeting for service to begin January 1, of the following year. The slate for **(year)** will include a nomination for **(number)** Forum representative(s) who will serve a term of three years. (January 1, 20xx - December 31, 20xx). The term(s) that is/are expiring is/are held by **XXX XXX**. She/they is/are eligible to seek an additional term.

If your nomination is successful, your first board meeting will be **March XX, XXXX**. The Forum will meet on **March XXth** and the annual Salute to Women's Business Enterprises takes place on **March XX**.

Currently, the WBENC Board of Directors meets three times per year. As a member of the WBENC Board, you are required to serve on one national committee. Committees meet in conjunction with our November and March meetings as well as telephonically throughout the year. In addition, each Board member is expected to support, sponsor and participate in WBENC's goals, mission and major programs as well as their local Regional Partner Organization activities and Local Forum.

Forum Representatives seeking nomination to the WBENC Board of Directors must meet the following criteria:

- A Member in good standing per the WBENC By-laws, [Article IV, Section 4, C. WBE Board Member] a WBE Board Member shall be the highest ranking woman in the firm that has a current WBENC certification as a women’s business enterprise and that is a member in good standing of the Forum Governing Group. (Refer to attached description for details and responsibilities of Forum Governing Group members).
- Active within WBENC and supportive of WBENC’s programs and its mission through sponsorships and contributions.
- Active in their Regional Partner Organization activities and serve in a leadership role on the local or regional Forum

To be considered for one of the open Board of Directors terms, please submit your resume and a cover letter to WBENC by [date]. Your cover letter should include your involvement with WBENC (i.e. sponsorships, service on WBENC committees, participation at WBENC conference/events, etc.) and how you plan to serve the WBENC community in the future.

All cover letters and resumes must be received by _____.

Please send your information to:

- _____, **Board Chair**
- _____, **WBENC President**
- _____, **Forum Chair**
- _____, **Forum Staff Leader**

(enter e-mail addresses for all above)

Attachment: Forum GG – Position Description



Women's Business Enterprise National Council

Board Member/Director Position Description

Title:

Board Member/Director

Overall Objective:

A WBENC Director works to fulfill WBENC's mission, provides governance to the organization, represents it in the community and shares the ultimate legal and fiduciary responsibility for its actions.

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its affiliated women's business organizations.

Duties, Responsibilities and Expectations:

General Expectations

- Actively demonstrates support of WBENC's mission, goals, objectives and policies. Support may be demonstrated in a number of ways, including:
 - Financial and in-kind support of regional affiliates
 - A leadership role in a regional affiliate
 - Currently serving, in an active manner, on a WBENC committee
 - Financial support of WBENC
 - An active supplier diversity program that includes WBEs

External Duties

- Serves as an ambassador for WBENC and actively and accurately conveys the organization's mission, programs and policies to ensure prospective constituents, the media and the general public become aware of WBENC, its mission, goals and accomplishments.
- Provides ongoing financial support to sustain WBENC's general operations as well as to support special programs and events.
- Participates in fundraising and corporate recruitment for WBENC to ensure the long-term financial viability of the organization.
- Creates speaking opportunities for WBENC's Chief Executive as well as the Executive Directors of WBENC's regional affiliates, when appropriate.

Internal Duties

Governance and Leadership

- Ensures processes are in place for maintaining the integrity of WBENC, including the integrity of the financial statements, the integrity of compliance with law and ethical standards, the integrity of relationships with constituents and suppliers, and the integrity of relationships with other stakeholders.
 - Signs and agrees to abide by WBENC's Code of Ethics
 - Ensures the financial solvency of WBENC.
 - Assesses major risks facing the organization and reviews options for their mitigation.
 - Reviews and approves governance principles, codes of conduct and compliance policies.
 - Reviews and approves major policy issues that come before the Board.
 - Reviews quarterly operating results against plan/budget.
 - Prepares for and regularly attends Board meetings (three per year) and collaboratively interacts with other Board members to reach consensus.
- Actively serves on one of WBENC's committees to ensure the ongoing success of WBENC's policies and programs. This includes:
 - Taking an active role in that committee's assignments and/or projects
 - Following through on assignments in a timely manner
 - Remaining informed about committee activities in-between committee meetings
 - Preparing for and regularly attending committee meetings, including telephonic meetings
 - Establishing a collaborative relationship with other committee members that contributes to consensus
- Ensures that WBENC's standards and procedures are being consistently implemented throughout WBENC's network of regional affiliates, the women's organizational business partners (WBOPs).
- Elects Directors and Officers and fills Board vacancies as needed.
- Reviews and approves Board minutes.
- Approves resolutions to amend WBENC's by-laws.
- Reviews and approves extraordinary expenditures and transactions presented to the Board.
- Promotes board unity and collaboration

Internal Duties

Operations

- Reviews and approves WBENC's annual budget and goals, ensuring that they are consistent with the organizational mission, culture and values and are financially sound.
- Monitors, supports and advises the organization's Chief Executive/President.
- Advises and approves appropriate compensation levels and benefit packages for WBENC's top executives (Executive Committee).

- Ensures that organizational strength and manpower planning is consistent with WBENC's long-range goals.
- Works to strengthen WBENC's programs and services and ensures that WBENC's programming is consistent with the organization's mission and objectives.

Qualifications

- See "Expectations" section above.
- A high level of personal and professional ethics, integrity and values.
- A demonstrated understanding of and commitment to WBENC's mission, goals and values.
- Commitment to representing the long-term interests of WBENC's stakeholders.
- Objective perspective and (proven) sound judgement.
- Proven ability to work well in groups and reach consensus.
- Ability and willingness to carry out the duties and responsibilities of a WBENC Director for at least three years.
- Willingness to offer a letter of resignation in the event of a significant change in principal job responsibilities.



Creating Opportunities...Recognizing Excellence

Dear _____:

Thank you for submitting your name in nomination for the **(available number)** open position/s on the WBENC Board of Directors. **(Number of applicants)** women applied for consideration.

As you can imagine, there was significant discussion in the Executive Committee and the choice was quite difficult. However, we hope that you will agree that **(names of selected Forum members)** are highly qualified to represent the Forum's interests on the WBENC Board. We encourage you to apply again next year when there will be **(available number)** open Board seats.

Once again, we thank you for taking the time to apply. We appreciate your interest in and dedication to the work of the Women's Enterprise Leadership Forum.

Sincerely,

Linda J. Denny
President and CEO
Women's Business Enterprise National Council

Non-selected Candidates for Board Letter_R01-08-2010



Memorandum

To: Women's Enterprise Leadership Forum Governing Group
From: _____, Chair, Women's Enterprise Leadership Forum
cc: _____, WBENC President
Date:
RE: Nominations for Chair of the Women's Enterprise Leadership Forum

Chair Position for Women's Enterprise Leadership Forum

Nominations are now open for the 20XX position for the Chair of the Women's Leadership Enterprise Forum. The position of Chair must be a member of the WBENC Board of Directors; however you do not have to be a current Board member to apply. If you wish to run for Chair, you must simultaneously apply for a Board seat.

The Board slate is presented each year at our November meeting for service to begin January 1, of the following year. The slate for 20XX will include a nomination for XX Forum representative(s) who will serve a term of three years (January 1, 20XX-December 31, 20XX).

If your nomination is successful, your first Board meeting will be March XX, 20XX. The Forum will meet on March XX and the annual Salute to Women's Business Enterprises takes place on March XX.

Currently, the WBENC Board of Directors meets three times per year. As the Chair of the Forum and member of the WBENC Board, you are required to serve on one national committee. Committees meet in conjunction with our November and March meetings as well as telephonically throughout the year. In addition, each Board member is expected to support WBENC's goals, mission and major programs.

Forum Representatives seeking nomination as the Chair and WBENC Board of Directors must meet the following criteria:

- A Member in good standing per the WBENC By-laws, [Article IV, Section 4, C. WBE Board Member] a WBE Board Member shall be the highest ranking woman in the firm that has a current WBENC certification as a women's business enterprise and that is a member in good standing of the

- Forum Governing Group. (Refer to attached description for details and responsibilities of Forum Governing Group members).
- Active within WBENC and supportive of WBENC's programs and its mission through sponsorships and contributions.
 - Active in their Regional Partner Organization activities and serve in a leadership role on the local or regional Forum

To be considered for the open Chair position, please submit your resume and a cover letter electronically by 5:00 pm (EST) on **[date]**. Your cover letter should include your involvement with WBENC and your local RPO (i.e. sponsorships, service on RPO and WBENC committees, participation at WBENC conference/events, etc.) and how you plan to serve the WBENC community in the future.

All cover letters and resumes must be received by 5:00pm (EST) on **[date]. Please send your information to:**

Forum Chair
Email Address

and

Forum Staff Liaison
Email Address



Creating Opportunities...Recognizing Excellence

Title:

Chair of the Women's Enterprise Leadership Forum (Forum)

Reports To:

WBENC Board of Directors/Executive Committee

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its regional partner organizations (RPOs).

Forum Purpose Statement

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate or RPO appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

Duties, Responsibilities and Expectations:

General Expectations

- The Chair will serve on the WBENC Board of Directors
- The Chair must adhere to all of the duties and responsibilities outlined in WBENC's position description for "Director," including everything listed in the "General Expectations" section.
- The Chair shall be responsible for oversight and implementation of deliverables listed in the "Forum Leadership" and "Planning and Organization" sections.
- The Chair of the Forum will be actively engaged at her Regional Forum level.

Forum Leadership

- Ensures that the Forum is properly populated and organized to effectively carry out its mission.
- Ensures that the Forum members, have a thorough understanding of:
 - WBENC's corporate membership policies and their individual and varied WBE policies and goals;
 - The economic, political and policy issues that impact (and may impact) corporate members in general;

- How procurement policies and trends affect WBE's and what strategies they should apply to respond;
- The role that the Forum plays in assisting corporate members to integrate WBEs throughout their supply chains.
- Ensures National Forum members are all locally engaged with their Regional Forums to best represent their constituency
- Works closely with Forum members and staff to identify and implement programs, events and other opportunities that will maximize the access that Forum and corporate members have to each other, ultimately increasing WBE contracts with corporate members.
- Provides input on personal communication with WBENC's corporate constituency in order to remain current with corporate members' procurement goals/needs and to keep corporate members current with respect to the Forum's capabilities.
- Creates task forces that reflect the Forum's goals and align with the committees of the board. Ensures that these task forces are adequately staffed, and that their goals and activities work toward fulfilling the Forum's and WBENC's missions.
 - Dismantles these task forces, when appropriate.
- Drafts annual Forum budget for review and approval by the Finance Committee and Board of Directors.
- Brings the Forum to consensus in identifying and developing motions that will be presented to the Executive Committee and subsequently to the full Board for its approval.
- Ensures that all Forum members are actively participating in its activities and decisions.
- Provides constructive feedback and guidance to Forum members when necessary and/or appropriate.

Planning and Organization

- Convenes the Forum three times annually in coordination with WBENC's Board meetings, and schedules such other telephonic meetings as are necessary to fulfilling its mission.
- Hold an Annual Forum Meeting for both the Governing Group and the At Large body during the annual WIB conference.
- With WBENC Alliance Relationships staff, ensures that the Forum effectively develops an annual plan with specific goals that serve to fulfill WBENC's vision, mission and organizational goals.
 - Regularly monitors these goals and troubleshoots when necessary.
- With Alliance Relationships staff, develops an agenda for each Forum meeting, ensuring that it reflects the issues that are currently relevant to WBENC's WBE constituency.
- Provides regular reports to the WBENC Executive Committee and Board of Directors.
- Coordinates with other Committees and/or Committee Chairs, when appropriate.

Qualifications

- The Chair of the Forum must be a member in good standing of WBENC's Board of Directors.
- The Chair of the Forum must be currently certified and in good standing with WBENC.
- Membership on the Governing Group of the Forum for at least one year.
- See the "Expectations" section above and on the WBENC Board of Directors Position Description.
- Proven ability to set objectives and develop action plans with Forum members.
- Proven ability to identify potential problems and opportunities and respond appropriately.
- Proven leadership abilities, including the ability to bring a group to consensus and to resolve conflict.
- Leadership role with Regional Forum preferred.

Chair Position Description_R01-09-2010



Memorandum

To: Women's Enterprise Leadership Forum Governing Group
From: _____, Chair, Women's Enterprise Leadership Forum
cc: _____, WBENC President
Date:
RE: Nominations for Vice Chair of the Women's Enterprise Leadership Forum

Vice Chair Position for Women's Enterprise Leadership Forum

Nominations are now open for the 20XX position for the Vice Chair of the Women's Leadership Enterprise Forum. The position as Vice Chair must be a member of WBENC's Board of Directors; however you do not have to be a current Board member to apply. If you wish to run for Vice Chair, you must simultaneously apply for a Board seat.

The Board slate is presented each year at our November meeting for service to begin January 1, of the following year. The slate for 20XX will include a nomination for XX Forum representative(s) who will serve a term of three years. (January 1, 20XX-December 31, 20XX).

If your nomination is successful, your first board meeting will be March XX, 20XX. The Forum will meet on March XX and the annual Salute to Women's Business Enterprises takes place on March XX.

Currently, the WBENC Board of Directors meets three times per year. As the Vice Chair of the Forum and member of the WBENC Board, you are required to serve on one national committee. Committees meet in conjunction with our November and March meetings as well as telephonically throughout the year. In addition, each Board member is expected to support WBENC's goals, mission and major programs.

Forum Representatives seeking nomination as the Vice Chair and WBENC Board of Directors must meet the following criteria:

- A Member in good standing per the WBENC By-laws, [Article IV, Section 4, C. WBE Board Member] a WBE Board Member shall be the highest ranking

woman in the firm that has a current WBENC certification as a women's business enterprise and that is a member in good standing of the Forum Governing Group. (Refer to attached description for details and responsibilities of Forum Governing Group members).

- Active within WBENC and supportive of WBENC's programs and its mission through sponsorships and contributions.
- Active in their Regional Partner Organization activities and serve in a leadership role on the local or regional Forum

To be considered for the open Vice Chair position, please submit your resume and a cover letter electronically by 5:00pm (EST) on **[date]**. Your cover letter should include your involvement with WBENC and your local RPO (i.e. sponsorships, service on RPO and WBENC committees, participation at WBENC conference/events, etc.) and how you plan to serve the WBENC community in the future.

All cover letters and resumes must be received by 5:00pm (EST) on [date]. Please send your information to:

Forum Chair
Email Address

and

Forum Staff Leader
Email Address



Creating Opportunities...Recognizing Excellence

Title:

Vice Chair of the Women's Enterprise Leadership Forum (Forum)

Reports To:

Chair of the Women's Enterprise Leadership Forum (Forum)

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its regional partner organizations (RPOs).

Forum Purpose Statement

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate or RPO appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

Duties, Responsibilities and Expectations:

General Expectations

- The Vice Chair will serve on the WBENC Board of Directors
- The Vice Chair must adhere to all of the duties and responsibilities outlined in WBENC's position description for "Director," including everything listed in the "General Expectations" section.
- The Vice Chair will serve as "Chair" of the Women's Enterprise Leadership Forum At Large
- The Vice Chair shall assist the Chair of the Forum in everything listed in the "Forum Leadership" and "Planning and Organization" sections.
- The Vice Chair of the Forum will be actively engaged at her Regional Forum level.
- The Vice Chair of the Forum will use the year to learn more about the Chair of the Forum's role and responsibility.

Forum Leadership

- Provides support to the Chair of the Forum.
- Assists with the recruitment of new Forum members to properly populate and organize to effectively carry out its mission.

- Assists with the education of the Forum members, to ensure a thorough understanding of:
 - WBENC's corporate membership policies and their individual and varied WBE policies and goals;
 - The economic, political and policy issues that impact (and may impact) corporate members in general;
 - How procurement policies and trends affect WBE's and what strategies they should apply to respond;
 - The role that the Forum plays in assisting corporate members to integrate WBEs throughout their supply chains.
- Works closely with Forum members to identify and implement programs, events and other opportunities that will maximize the access that Forum and corporate members have to each other, ultimately increasing WBE contracts with corporate members.
- Provides input on personal communication with WBENC's corporate constituency in order to remain current with corporate members' procurement goals/needs and to keep corporate members current with respect to the Forum's capabilities.
- Recommends the creation of task forces that reflect the Forum's goals and align with the committees of the board. Ensures that these task forces are adequately staffed, and that their goals and activities work toward fulfilling the Forum's and WBENC's missions.
 - Recommends dismantling these task forces, when appropriate.
- Assists with the drafting of the annual Forum budget for review and approval by the Finance Committee and Board of Directors.
- Assists in bringing the Forum to consensus in identifying and developing motions that will be presented to the Executive Committee and subsequently to the full Board for its approval.
- Directly oversees the involvement of all Forum members and ensures they are actively participating in its activities and decisions.
- Provides recommendations for constructive feedback and guidance to Forum members when necessary and/or appropriate.

Planning and Organization

- Responsible for the planning and implementation of the Annual Forum Meeting during WIB
- With Forum Chair and WBENC Alliance Relationships staff, ensures that the Forum effectively develops an annual plan with specific goals that serve to fulfill WBENC's vision, mission and organizational goals.
- Regularly monitors these goals and troubleshoots when necessary.
- Recommends agenda items for each Forum meeting, ensuring that it reflects the issues that are currently relevant to WBENC's WBE constituency.
- Coordinates with other Committees and/or Committee Vice Chairs, when appropriate.

Qualifications

- The Vice Chair of the Forum must be a member in good standing of WBENC's Board of Directors.
- The Vice Chair of the Forum must be currently certified and in good standing with WBENC.
- Membership on the Governing Group of the Forum for at least one year.
- See "Expectations" section above and on WBENC's "Director's" position description.
- Proven ability to identify potential problems and opportunities and respond appropriately.
- Proven leadership abilities, including the ability to bring a group to consensus and to resolve conflict.
- Leadership role with local Forum preferred.

Vice Chair Position Description_R01-09-2010



Creating Opportunities...Recognizing Excellence

Dear _____:

Thank you for submitting your name in nomination for the (Chair/Vice Chair). (Number of applicants) women applied for consideration.

As you can imagine, there was significant discussion in the Executive Committee and the choice was quite difficult. However, we hope that you will agree that [name of selected Forum member(s)] is/are highly qualified to lead the Forum Governing Group. We encourage you to remain active in the Forum Governing Group and to apply again when there is an open leadership position.

Once again, we thank you for taking the time to apply. We appreciate your interest in and dedication to the work of the Women's Enterprise Leadership Forum.

Sincerely,

(Forum Chair)

Non-selected Candidates for Chair & Vice Chair ltr_R01-09-2010



Creating Opportunities...Recognizing Excellence

Title:

Chair Emeritus of the Women's Enterprise Leadership Forum (Forum)

Reports To:

Chair of the Women's Enterprise Leadership Forum (Forum)

WBENC's Mission:

The Women's Business Enterprise National Council (WBENC) is dedicated to advancing the success of certified women's business enterprises (WBEs) and corporate members in partnership with its regional partner organizations (RPOs).

Forum Purpose Statement

The Women's Enterprise Leadership Forum represents Women's Business Enterprises (WBEs) as a governing constituency of WBENC through corporate or RPO appointments. Forum members work closely with WBENC to promote the benefits of certification and to facilitate corporate business opportunities for WBEs, regardless of revenue or employee size, while reaching back into the regional forums to facilitate relevance and value.

Definition of Chair Emeritus

Any former Chair of the Forum Governing Group who has served for a full term and who elects to remain active in the Forum Governing Group. A Chair Emeritus who is no longer a certified WBE may remain active at the discretion of the Forum Chair.

Duties, Responsibilities and Expectations:

General Expectations

- The Chair Emeriti primary responsibility will be to lead the National Forum engagement back into the Regional Forums.
- The Chair Emeriti will be responsible for working together with the RPO National Forum Appointees to develop programs and curriculum and to implement across all Regional Forums.
- The Chair Emeriti must be willing to chair special task forces such as Silent Auction and other fundraising efforts
- A contributing Chair Emeritus of the Forum will remain actively engaged at her Regional Forum level.

Forum Leadership

- Assists the Forum Chair to ensure that the Regional Forum issues and concerns are included in the National Forum agenda

- Provides support to the Chair of the Forum on historical activities and lessons learned
- Functions in the role of “Historian” for the National Forum
- Assists with the education of both the National and Regional Forum members, to ensure a thorough understanding of:
 - WBENC’s corporate membership policies and their individual and varied WBE policies and goals;
 - The economic, political and policy issues that impact (and may impact) corporate members in general;
 - How procurement policies and trends affect WBE’s and what strategies they should apply to respond;
 - The role that the Forum plays in assisting corporate members to integrate WBEs throughout their supply chains.
- Provides recommendations for constructive feedback and guidance to both National and Regional Forum members when necessary and/or appropriate.

Planning and Organization

- With Forum Chair and WBENC Alliance Relationships staff, ensures that the Regional Forums effectively develop an annual plan with specific goals that serve to fulfill WBENC’s vision, mission and organizational goals.
- Regularly monitors these goals and troubleshoots when necessary.
- Recommends agenda items for each Forum meeting, ensuring that they reflect the issues that are currently relevant to WBENC’s WBE constituency.

Chair Emeritus Position Description_R01-09-2010