

Women's Professional Forum 2025 New Member Application Packet



Contents:

Thank you for applying to be a Women's Professional Forum member. This New Member Application Packet is designed to share pertinent information about membership and well as help you convey your interest in WPF.

This Packet consists of the following items:

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Note: Before starting the new member process, we recommend sponsors download and review the **WPF Policies and Procedures** from the member section of the WPF website, www.wpforum.org.

I - Contacts & Resources

If you have any questions about the application form or process, please contact a member of the Membership Committee below. You may find the WPF website useful as well.

Membership Committee:

Marcy McHenry (Chair)	marcemch@aol.com
Anne Smith (Chair elect)	annefsmith@gmail.com
Susan Hunt	sue@susanhuntlaw.com
Kimberly Marriott	kimberly_marriott@ml.com

Executive Assistant:

Sherry Barr	admin@wpforum.org
WPF Website	www.wpforum.org

II - Information for Applicants

Please review the following information carefully before completing your application. As a WPF member, you are responsible for honoring and adhering to these requirements. This information is also included in our WPF Policies and Procedures.

Once you've completed your application, please email all of your application documents to your Primary Sponsor, who is responsible for collecting and submitting your application packet. If you need to submit your application in hard copy, please advise your Sponsor, so she can make arrangements for submission to the Membership Committee Chair.

The deadline for applications, including submission of all required documents to the Membership Committee, is June 1st.

Membership Criteria/Requirements:

To qualify for Active membership, applicants must:

- Be employed full-time or be employed in a career where the content and professionalism of the work is the measure of eligibility and not the number of hours worked.
- Be a resident or employee in Guilford County.
- Be an experienced upper-management executive, licensed or degreed professional, business owner, or official elected or appointed to public office.
- Have a minimum of five years' professional experience and a minimum of two years' experience in the same or related field of work in which she is engaged at the time of her application. (For example, if the applicant has changed careers, she must have a minimum of two years of experience in her then-current field of work at the time of application).
- Be cleared by their Primary Sponsor for an available slot in the appropriate Occupational Field Category. Occupational Field Categories are described on the following page of this document.
- Be sponsored by a total of three sponsors. The primary sponsor must be an Active or Active Retired member. Secondary sponsors may be Active, Active Retired or Emeritus members.
- Prospective members must attend 3 of the WPF monthly lunch meetings as a guest of each of their three Primary and Secondary Sponsors. Attendance must be within 12 months of their June 1st application filing.

Meeting Attendance:

- A member must attend at least fifty percent (50%) of scheduled regular monthly meetings each year. If an Active member knows that she will not be able to attend 50% of the meetings, she should discuss her particular situation with the Membership Chair. Other active involvement and participation in such things as committees, Special Interest Groups, and hosting/attending small group dinners will be favorably considered when an Active member is unable to attend 50% of the scheduled monthly meetings. In general, a temporary or occasional situation (sessions of legislature or a temporary assignment out of town, for example) does not require any change in membership status and, with the approval of the Membership Chair, an Active member may cancel luncheon reservations for a period of time. The final decision regarding membership status rests with the Board of Directors.
- Members may bring guests to luncheon meetings by making reservations before the deadline, and by ensuring that the luncheon fee is paid on or before the day of the meeting.
- A report reflecting the monthly attendance of each active member shall be provided to the Membership Chair by the Administrative Assistant on an annual basis (after the December meeting). A reminder notice of the WPF attendance policy shall be sent to noncompliant members by the Membership Chair.

Occupational Field Categories:

Please refer to this list of categories in completing the portion of the application form that asks for the applicant's company business and field of work categories.

Applicants can select the category that is relevant to their role, company or industry provided that your experience meets the requirements outlined above.

1- Accounting	17- Design
2- Advertising/Marketing	18- Investments/Financial Services
3- Banking	19- Insurance/Risk Management
4- Business Owner	20- Law- Judicial/Government
5-Communications/Media	21- Law- Private Practice (1-5 in firm)
6- Information Technology	22- Law- Private Practice (6+ in firm)
7- Consulting	23- Manufacturing/Production
8- Development	24- Religion
9- Education	25- Non-Profit Agency
10- Engineering/Architecture	26- Printing/Photography
11- Fine Arts	27- Real Estate
12- Government/Elected/Appointed Official	28- Retail
13- Health Services- Mental	29- Transportation/Travel
14- Health Services- Physical	30- Foundations
15- Health Services- Other	31 - Other (Specify)_____
16- Human Resources/Training	

III - Application for Membership

Applicant's Name:

Applicant's Email:

Home Address:

Home Phone:

Cell Phone:

Business Phone:

Business Address:

LinkedIn profile (if applicable):

Website (if applicable):

Field of Work: (See Occupational Field Categories above)

Employer:

Describe business and activities of your Company:

Occupation:

Job Title:

Professional Degree or Certification:

Position Description (including level of your position within the organization):

Number of people reporting directly to you:

Number of people reporting indirectly to you:

Please provide a short description of yourself and your experience that will be used in our newsletter if selected for membership:

Membership Qualifications

Please explain how you meet the membership criteria as set forth above. (Discuss full-time experience, occupational category, and other professional assets.)

What can you offer as a member of the Women's Professional Forum?

Sponsors & Lunch Attendance

****Note: Regardless of the number of luncheons with a sponsor, you should only list the sponsor once****

Primary Sponsor and Email Address:

Date of Luncheon Attendance:

Secondary Sponsor No. 1:

Date of Luncheon Attendance:

Secondary Sponsor No. 2:

Date of Luncheon Attendance:

Applicant's Signature and Date:

Please email your Primary Sponsor the following to complete the application process:

1. This completed and signed application.
2. A copy of your current resume.
3. A professional photo (JPEG format, 1MB or larger).

Thank you for applying to join the Women's Professional Forum. Once the application process is complete, your Primary Sponsor will be notified and will communicate the results to you.