

Women's Professional Forum New Member Sponsor Packet



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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

**FOR ALL QUESTIONS REGARDING MEMBERSHIP AND THE APPLICATION PROCESS,
CONTACT THE MEMBERSHIP CHAIR.**

**It is strongly encouraged that you introduce your prospective new member to
the Membership Chair and/or a member of the committee.**

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

Administrative Assistant:

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

II - Information for Sponsors

IMPORTANT: The Primary Sponsor is responsible for collecting the SIX required documents/files for an applicant and submitting all of this information at one time via email to the Membership Chair. Incomplete submissions can delay the Membership Committee's process and may adversely affect acceptance of your applicant.

Am I eligible to be a Primary Sponsor?

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1. A WPF member is qualified to be a primary sponsor for a new member after she has been an Active member for at least two years. (The membership year for new members begins August 1st).
2. A new member must be sponsored by a total of three sponsors – a primary sponsor and two secondary sponsors. The primary sponsor must be an Active or Active Retired member. The two secondary sponsors may be Active, Active Retired or Emeritus members.
3. Qualified members may sponsor or co-sponsor NO MORE THAN TWO applicants in a year. The year begins with the application deadline, running from June 1 to May 31.
4. Supporting members, members of the Membership Committee, and the WPF President may not serve as primary or secondary sponsors.

Sponsorship Eligibility

Membership Status	Primary Sponsor	Secondary Sponsor
Active Member (< 2 years)	X	X
Active Member (≥ 2 years)	Yes	Yes
Active Retired Member	Yes	Yes
Emeritus Member	X	Yes
Supporting Member	X	X

All sponsors should know the applicant well enough to support her candidacy with integrity. You should decline sponsorship if you do not.

How to Be a Primary Sponsor

- Download and read the [WPF Policies and Procedures](#) from the members section of the WPF website and study the sections related to membership.
- Should you have questions regarding a potential applicant's suitability for membership, contact the Membership Chair before asking the applicant to submit an application.
- Ensure that the applicant meets the criteria for Active WPF membership (see Policies & Procedures Section I.A.1.) and can comply with attendance requirements (see Policies & Procedures Section I.A.2.).
- Determine the Occupational Field Category to which your candidate belongs (see Policies & Procedures Section I.A.5. and Section II.C.). Ascertain, through the Membership Chair or the Administrative Assistant, that the Occupational Category of your applicant has not reached its quota (see Policies & Procedures Section II.B.).
- Secure two Secondary Sponsors. These should be Active, Active Retired or Emeritus members who already know the applicant or who have had significant WPF interactions with her. This ensures that all sponsors have enough information about the applicant. (To avoid possible embarrassment should they feel compelled to decline, please invite Secondary Sponsors in private.)
- Host the applicant at a WPF luncheon meeting within twelve months prior to the application deadline of June 1st. We strongly encourage you to introduce your applicant to at least one person on the Membership Committee.

- Ensure the applicant attends the two additional luncheons (at least one with each of her Secondary Sponsors) within 12 months before the June 1st application deadline.
- Obtain from the applicant:
 1. The completed and signed New Member Application Form
 2. A copy of current resume
 3. Professional photo in JPEG format, at least 1 MB in size
- Send the applicant's completed application, resume, and photo to the two Secondary Sponsors, guide them to the Sponsor Recommendation form (included in this document), and set a deadline for the return of the forms to you with enough time to get everything to the Membership Chair by deadline.
- Complete your own Sponsor Recommendation form.

Confirm you have all required documents for submission:

1. The New Membership Application (PDF format)
 2. The applicant's current resume
 4. Her professional photo (JPEG format, 1MB or larger)
 5. Your Recommendation Form
 6. Recommendation form from Secondary Sponsor No. 1
 7. Recommendation form from Secondary Sponsor No. 2
- Email all required documents/files to the Membership Committee Chair by the June 1st deadline.
 - A Membership Committee member will contact the Primary Sponsor regarding the outcome. The new member will then get official communication from the Membership Chair.

How to Be a Secondary Sponsor

- Do not sponsor (Primary or Secondary) more than two applicants in a calendar year.
- Host the applicant at a WPF luncheon meeting within the twelve months PRIOR TO her applying.
- Complete the Sponsor Recommendation for Prospective Member by the deadline set by the Primary Sponsor.
- Make an effort, along with the Primary Sponsor, to help the new member meet other WPF members and become active in our organization through committees, Special Interest Groups, socials, and special events.

What's Next After a New Member Joins

- New members are presented to the WPF membership at the August luncheon meeting. Sponsors should make every effort to attend this meeting.
- Escort your New Member to the New Member Social (usually late August or early September).
- Make your sponsored New Member feel welcome at business meetings, events, and SIGs, and encourage other WPF members to get to know her.
- For at least the first year after your sponsored New Member joins, make an effort to help her meet other WPF members at monthly business meetings and become active through committees, Special Interest Groups, socials, and special events.
- The Membership Committee will reach out to Primary Sponsors at three-month intervals for the first year to check in on how each New Member is doing and to learn about any needs. Therefore, Primary Sponsors should keep up with and encourage sponsored New Members for at least 12 months after start of membership.

III - Sponsor Recommendation for Prospective Member

Deadline for All Membership Documents: June 1	New membership begins: August 1
Applicant's Name:	
Sponsor's Name:	
Sponsor's Email:	
<p>Please furnish the Membership Committee with specific information as to:</p> <ol style="list-style-type: none">1) How you know the prospective member2) Why you think this applicant meets the criteria for membership3) Why this applicant should be a member of WPF. <p>(Be specific so the Membership Committee will be able to understand the candidate's suitability for membership)</p>	
I certify that the applicant attended a WPF Meeting as my guest.	
Date of Attendance:	