

BWIL - Bloomington Women in Leadership Program Guidelines



Introduction:

BWIL-Bloomington Women in Leadership is a program of The Greater Bloomington Chamber of Commerce and operates under The Success School.

Purpose

1.1 Name

The name of this program shall be BWIL – Bloomington Women in Leadership

1.2 Policy

BWIL shall operate in conformity with the procedures, rules, and guidelines set forth in this charter.

1.3 Association with The Greater Bloomington Chamber of Commerce

BWIL is a program of The Greater Bloomington Chamber of Commerce and will work within the procedures and guidelines of The Chamber. All intellectual property associated with BWIL is owned by The Chamber.

1.4 Governance

BWIL shall be directed by the Chamber liaison and other Chamber staff with input from the BWIL Steering Committee. The Chamber Board of Directors is the governing body of all Chamber Programs.

1.5 Mission Statement

Bloomington Women in Leadership (BWIL) is designed to help professional women and their allies to build a meaningful network of women through intentional peer and mentoring relationships.

1.6 Vision Statement

To empower, inspire, and engage women in all seasons of their leadership journey through networking, community engagement, and inspiring speaker programs. We're here to help find the opportunities that resonate with your professional needs and aspirations.

1.7 Calendar

BWIL shall operate on a calendar year with the fiscal term beginning September 1 and ending August 31, mirroring the Chamber of Commerce.

BWIL Participation

2.1 Application

BWIL participation is open to any professional women and their allies who lives, learns, works, or

volunteers in Bloomington. Participants in BWIL do not have to be members of The Greater Bloomington Chamber of Commerce, the host organization of the program.

2.2 BWIL Participation Costs

BWIL will host at minimum four events per year, with additional events that may or may not incur a cost to the participant. Every BWIL event will have a registration fee with prices adjusted for Chamber members/non-members.

BWIL Steering Committee

3.1 Members of the BWIL Steering Committee

The BWIL Steering Committee shall be comprised of an Executive Committee and 12 - 18 committee members. All committee members or their employers should be members of the Chamber.

3.1.1 Executive Committee

The Executive Committee will be comprised of a Chamber Staff Liaison, Engage Chair, Inspire Chair, Empower Chair, Marketing Chair, and a Secretary.

The Executive Committee shall serve for a period of one (1) year. No Executive Committee Member can serve more **than 3 consecutive terms**.

The Executive Committee's responsibilities as an entity include: (1) Participating and planning long-range BWIL efforts (2) working with the Chamber staff member overseeing BWIL (3) promoting BWIL for the purpose of increasing attendance (4) attending as many BWIL events as possible (4) developing community partnerships.

The Secretary's Responsibilities include: (1) Taking minutes during BWIL Steering Committee meetings.

The Executive Committee must be a member of The Chamber. If any member of the Executive Committee is not fulfilling their duties, they may be removed from office by The Chamber.

3.1.2 Executive Committee Nominations and Approvals

BWIL Steering Committee Members interested in participating on the Executive Committee must have served one year on the Steering Committee before submitting their nomination to serve as a Chair or Secretary.

Nominations for Executive Committee roles must be submitted to the Chamber Staff Members overseeing BWIL before the end of the fiscal year. If multiple candidates submit their nomination for the same role, the full BWIL Steering Committee will submit a vote.

3.2 BWIL Steering Committee Responsibilities

- Respect the Mission Statement
- Attend at least 6 of 9 Steering Committee meetings a year
- Attend 50% of regular BWIL events

- Be an effective ambassador who reflects positively upon our Chamber
- Demonstrate loyalty to BWIL and the Chamber and know their unique missions
- Actively recruit new BWIL participants
- Maintain Chamber membership
- Use our contact information for the purposes of BWIL/Chamber business
- Do not use proprietary BWIL participant information for purposes beyond the scope of BWIL

If a Steering Committee member is not able to uphold their responsibilities, they will be asked to step off the committee.

3.4 BWIL Steering Committee Terms

BWIL Steering Committee members shall serve a term of one (1) year. No BWIL Steering Committee member shall serve more than five (5) years **consecutively**, including Executive Committee terms.

3.5 Vacancies

There will be 12 to 18 Steering Committee members, but no more than 20.

The BWIL steering committee application is listed on the Chamber website and must be completed by ALL prospective candidates. Applications may be received and reviewed on an ongoing basis as needed to fill vacancies. Nominees will be submitted for final approval by the full BWIL Steering Committee **and signed off by the Chamber staff representative.**

3.6 Voting

If required, the BWIL Steering Committee members can call for a vote after discussion. Motions will be approved by 50% + 1 of the attending BWIL committee members quorum is required for voting.

3.6.1 Quorum

A quorum shall be 50% +1 of the existing BWIL Steering Committee Members.

3.7 Finances

As a program of The Chamber, the finances and budget of the BWIL are managed by The Greater Bloomington Chamber of Commerce. The Executive Committee has the option to add a Treasurer role to the Executive Committee, in which the Treasurer would update the committee monthly on the financial status of the group.

BWIL Sub Committees

4.1 BWIL Sub Committees & Responsibilities

These groups are responsible for curating and cultivating the programming for BWIL annual event offerings. Ideally, there will be no less than 3 steering committee members in each group. Steering Committee members may choose to participate in one or more groups.

4.1.1 Empower Events Subcommittee

The BWIL Empower Events subcommittee will provide events that offer training to help participants grow professionally. This committee is responsible for coordinating 1-2 events per year. These programs

should contribute to the professional development of participants through informative workshops, seminars, or any format deemed appropriate.

4.1.2 Inspire Events Subcommittee

The BWIL Inspire Events subcommittee will provide events that are similar to motivational talks that give participants a chance to hear an encouraging life story and take away advice to incorporate into their day-to-day lives. This committee is responsible for coordinating 1-2 events per year. These programs should contribute to the well-being of participants through inspirational workshops, seminars, or any format deemed appropriate.

4.1.3 Engage Events Subcommittee

The BWIL Engage Events subcommittee will provide events that partner with local non-profit organizations and give back to the community. Partner organizations shall be Chamber members and women focused. This committee is responsible for coordinating 1-2 events per year. These programs should focus on participants spending quality time engaging with and enhancing the community and learning about the partner organization who strives to improve the Bloomington community.

4.1.4 Marketing

The Marketing Committee will influence all BWIL communications as coordinated by the Chamber Staff liaison. The goal is increased exposure and promotion for the group and might include marketing studies, surveys, populating blog content, creating social media content, newsletter copy, and more.