

EXECUTIVE WOMEN INTERNATIONAL
Denver Chapter

FACT SHEET (rev. April 2017)

HISTORY OF EWI

EWI was incorporated as Executive Secretaries, Inc. on April 29, 1938, in San Francisco. In May 1977, during the 30th Annual Meeting the organization's name was changed to Executive Women International (EWI) in recognition of the international expansion, the changing roles of women in business and the diverse careers held by its representatives.

HISTORY OF DENVER CHAPTER

The Denver Chapter was chartered on November 5, 1954.

MEMBERSHIP

Membership is by invitation only. Membership is held by the firm, not the individual. Each member firm may have one to three designated executives and representatives.

MISSION STATEMENT

Executive Women International is an organization that brings together key individuals from diverse businesses for the purpose of:

- Promoting member firms,
- Enhancing personal and professional development, and
- Encouraging community involvement

MONTHLY MEETINGS

Meetings are held on the third Wednesday of each month with the exception of our December meeting, varying locales throughout the Denver metro area. Civic responsibility, government issues, social challenges, self-improvement, business and technology advances are among the issues discussed.

All meetings are open to executives and guests including:

- **Business meetings.** Three meetings each year are business meetings which chapter and corporate matters are discussed.
- **Executive Night** is a special recognition evening held once a year for our member firms. This evening provides an opportunity to recognize EWI executives and firms for their contributions and achievements during the year, and to update the member firms on chapter activities.
- **Firm Nights** are held at unspecified intervals. Member firms are invited to sponsor a Firm Night as a public relations vehicle to convey their role in the business community and to elaborate on their products/services.
- **Ways and Means Fund Raiser.** Funds are raised by the chapter

membership at a special program to support the scholarship program, other philanthropy goals and general Chapter needs.

DRESS

Business attire is normally expected for all meetings.

ATTENDANCE REQUIREMENTS

Six consecutive absences could result in the member firm being placed in "Not Good Standing" status which results in the Representative not being allowed to vote in Chapter business meetings, or OBJECT to another firm's potential membership. The member firm representative can return to a "Good Standing" status by attending three (3) meetings within a six (6) month period after being placed in "Not Good Standing" status; those include regular meetings of any Chapter, Regional Meetings and/or Leadership Conference & Annual Meeting (LCAM). A leave of absence may be granted for special circumstances.

EXPENSES

Expenses for membership are the responsibility of the member firm. Expenses include annual dues, a one-time initiation fee, and monthly dinner meetings. Although it is not required for membership, representatives are strongly encouraged to attend the annual meeting and/or regional conferences, which expense is in addition to the aforementioned.

BOARD MEETINGS

Board meetings are held on the first Wednesday of each month at varying locales throughout the Denver metro area. The Denver Chapter is governed by a Board of Directors and *Roberts Rules of Parliamentary Procedure* are observed.

COMMITTEE ASSIGNMENTS

Various committees carry out the business of the Chapter. Each representative is required to serve on at least one committee during the year. Committee assignments are made by the President upon her initiation in October. Participation through committee work is a primary way to build alliances with other members while achieving the goals of the Chapter.

A description of the committees and their endeavors follows:

Recruitment/Retention: To recruit firms and representatives that will enhance the strength and diversity of our Chapter.

Program: To arrange for a variety of programs aimed at providing professional and personal development opportunities for our members.

Publication/Marketing: To publish the monthly *CONNECT*, which includes articles highlighting our firms, our representatives, and the ongoing business of the Chapter. Administer promotional and marketing materials.

Ways & Means: To devise and carry out the fund-raising project(s) of the Chapter.

B/C/DP/ASSIST: Coordinate and oversee all activities relating to the Chapter's sponsorship of the Adult Students in Scholastic Transition (ASIST), and the Corporate Literacy programs.

Directory: To assemble and periodically update the membership directory for the Chapter.

Orientation, Mentoring and Retention: Responsible for arranging orientation sessions for all new and replacement representatives for the purpose of acquainting them in depth with operational procedures and philosophies of EWI so they, and the Chapter, can obtain optimum benefit from membership participation. This committee will also assign a mentor to each new representative and work with representatives at risk of leaving the chapter. This committee shall be overseen by the Chairman of the Recruitment/Retention Committee.

Philanthropy/Literacy: Apportion funds raised for ASIST (Adult Students in Scholastic Transition), as well as plan and conduct the annual Reading Rally and other philanthropic endeavors allowable under the guidelines of the program.

Strategic Planning: Shall be responsible for establishment and ongoing evaluation of the Chapter's planning process through appropriate means, including membership input, and for formulating necessary implementation action plans. One member of the committee shall be carried over to the following year's committee to provide continuity.

Bylaws: Inform the Corporate Bylaws Committee of any changes the Chapter wishes to propose to the Corporate Bylaws and shall work with the Corporate Bylaws Committee in keeping Chapter members informed of changes in the Corporate Bylaws. This committee shall also update the Chapter's Standing Rules on a yearly basis.

Nominating Committee: The Nominating Committee shall consist of three to five representatives, with the Board position being filled by the Vice President/President Elect.

Budget Committee: The Budget Committee shall consist of three to five members and shall be chaired by the Chapter Treasurer. Its membership shall include the current Chapter President and Vice President/President-Elect, along with at least one member from the membership at large.

ANNUAL MEETING

The annual meeting is held each September in varying locations across the United States and provides representatives a unique opportunity to meet and get to know the fabulous women of EWI. Attendance typically falls in the range of 250 to 300.

LEADERSHIP CONFERENCES/SPRING CONFERENCES

These Conferences are held in various locations to supplement the Annual Meeting and to give the membership more options for professional growth.