

# EXECUTIVE WOMEN INTERNATIONAL®

## DALLAS CHAPTER

### FACT SHEET

#### **Who Is EWI?**

Executive Women International (“EWI”) is an international, nonprofit organization of leading noncompetitive business, service, and professional firms. Membership is by invitation only. The firm holds the membership, while an individual engaged in an executive or key administrative role and whom the firm’s executive appoints, serves as its representative.

#### **Mission Statement**

EWI brings together key individuals from diverse businesses for the purpose of:

- ⇒ Promoting Member Firms
- ⇒ Enhancing Personal and Professional Development
- ⇒ Encouraging Community Involvement

#### **Vision**

To be a vibrant, sustainable membership organization with energetic Chapters, involved firms and representatives, and meaningful community service.

#### **Benefits to Member Firms**

- Association with other prestigious firms and executives and recognition as a leader in its field.
- Promotion of the firm within the Chapter, community, and throughout the EWI international organization.
- Community involvement through the support of the Chapter’s civic programs and philanthropic projects.
- Making and keeping important contacts with other top-ranking firms and executives in the community through the hosting of Firm Nights and attendance at other meetings throughout the year.
- Continuing education and opportunities for professional growth through seminars, guest speakers, and workshops and the opportunity to earn Continuing Education Units and Academy of Leadership certification.
- Access to an on-line network of mutual assistance from more than 3,000 diverse firms who hold membership in the organization.

#### **Benefits To Representatives**

- An opportunity to enhance effectiveness to their firms through association and exchange of ideas with the Chapter’s prestigious member firms.
- The opportunity for personal growth and development of leadership skills through participation.

#### **Members Firms’ Responsibilities**

- Appoint as its representative a key individual who is in its employ.
- Maintain membership through annual dues.
- Responsible for the cost of monthly dinner meetings for their representatives or other firm executives, spouses or guests who attend any such meetings.
- Send its representative to the Leadership Conference and Annual Meeting, held in a different locale in the country each year, as well as to Spring Conferences, whenever possible.
- Replace its representative within three months of resignation.

#### **Representatives’ Responsibilities**

- Regularly attend the monthly meetings and adhere to the Chapter’s attendance requirements.
- Notify the Sergeant-at-Arms, by the reservation deadline in the monthly meeting notice, if unable to attend.
- Representatives have a standing reservation for all monthly meetings. It is very important for all representatives to notify the Sergeant-at-Arms if unable to attend. Otherwise the firm is charged for the dinner.
- Participate in Chapter committee activities, including attending committee meetings and assisting in committee work.
- Contribute to and participate in other Chapter activities such as management of the organization, discussions, voting on issues, election of Board members, fund-raising, and supporting the Chapter’s scholarship and philanthropic activities.
- Keep the firm’s executive informed of all special functions which the Executive, representative, and guests are encouraged to attend.
- Promote the member’s firm within the Chapter whenever the opportunity presents itself.

#### **Meetings**

The Dallas Chapter meets on the third Tuesday of each month, except when holidays are in direct conflict with the appointed meeting date or special events are planned. All Chapter meetings are open meetings (guests can attend). Business dress is appropriate for EWI monthly meetings.

- Meeting places vary each month.
- The monthly meeting notice gives the particulars of the upcoming meeting.
- For attendance purposes, representatives and other members sign a check-in sheet before each meeting.
- The Chapter provides each Representative with a name badge to be worn at Chapter meetings.

- Credit for attendance is not given unless you attend the entire business portion of the meeting.

#### **Types Of Meetings**

##### **Business and Regular**

Business meetings are held two times a year and are conducted by the President. At business and regular meetings, the Program Committee selects the site, the menu, and usually the activity for the evening. Monthly meeting dates are included in the Chapter’s newsletter.

##### **Firm Nights**

The Dallas Chapter plans Firm Nights each year. Firm Nights allow us to observe a firm’s mode of operation, while giving a firm the chance to acquaint the membership with its products or services and introduce its executive staff. Other firm executives, spouses, and guests are encouraged to attend.

##### **Fundraisers**

Planned annually by the Ways and Means Committee, these events generate funds to sustain the Chapter’s general operating budget and its civic, scholarship, and philanthropic activities.

##### **EWI Scholarship Programs**

This Committee coordinates the activities in the selection and recognition of outstanding high school students (EWISP) and adult students in scholastic transition (ASIST) and Chapter only scholarships. The Awards dinner is held in May.

##### **Executives’ Recognition**

Executives’ Recognition is an event planned to honor member firms’ executives. Spouses and guests are encouraged to join representatives. Each year on Executives’ Recognition, a currently active EWI executive may be awarded the Ebby Halliday Executive Excellence Award based on significant contributions to EWI and the metroplex.

##### **Chapter Annual Business Meeting**

Business items include election of Officers and budget approval for the coming year.

## Board Positions

### Officers

**President**, CEO of the Chapter, presides at all Chapter and Board meetings; is a member of the Chapter Board and has general charge of chapter business; subject to the direction of the Board of Directors and the Bylaws, appoints any parliamentarian, historian, official greeter, or standing committees, with the exception of the Nominating Committee. The President, a non-voting member of each committee—except the Nominating Committee, has such other powers and performs such other duties as may be assigned by the Chapter Board.

**Vice President/President-Elect** is vested with all the powers and performs all the duties of the President in case of the absence or disability (as according to Corporate Bylaws) of the President; and has such other powers and performs such other duties as may be delegated by the President or Chapter Board (i.e., plans annual Board retreat; arranges to obtain EWI pin/jewelry and personal gift from the Board for the out-going President.) Constructs a scrapbook to be presented to the President at the end of the term.

**Secretary** keeps and has charge of the minutes, executes official documents, with the President, in the name of the Chapter; is the custodian of the Chapter seal; keeps the Bylaws and such other papers as the Chapter Board may direct; and performs all the duties incident to the office of Secretary, subject to the control and direction of the Chapter Board.

**Treasurer** keeps full and accurate accounts of all financial activities including: receipts and deposits of all money; disbursements of Chapter funds as may be approved by the Chapter Board; informs the Board and membership of the Chapter's financial condition.

**Sergeant-at-Arms** responsible for orderly conduct at all meetings; accurate, up-to-date attendance records; correspondence, according to all bylaws, to members not meeting attendance and/or dues requirements; works closely with the Program Committee to ensure accurate reservations for monthly meetings communicates guests' names, for all functions, to the President; maintains the sign-in sheet at Chapter meetings.

### Directors/Committees

#### Membership

- Ensures the quality of the Chapter's membership and maintains an equitable mix of member firms.
- Provides a timely follow-up on all leads for potential new members and ensures accurate and timely delivery of new membership data to appropriate Board/Committee members.
- Advises the Publications Committee of current postings each month.

#### Program

- Plans and arranges all monthly membership meetings, including, but not limited to: food selection, location, program, invitations, decorations, speakers, and miscellaneous activities.

#### Publication

- Ensures timely preparation of the Chapter EWIconnect, including the gathering, compiling, printing, and distribution of the newsletter and ensures timely and accurate updates to the Chapter's membership directory and website.

#### Ways and Means

- Proposes and implements (after Board approval) the Chapter's fund-raising projects for the year. Funds raised are used to augment the general fund, scholarships, and philanthropy program.

#### B/C/DP

- Oversees the scholarship and philanthropic activities of the Chapter.

### Executive Women International CORPORATE OFFICE

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Corporate Web Site  
[www.ewiconnect.com](http://www.ewiconnect.com)

Dallas Chapter Web Site  
[www.ewidallas.com](http://www.ewidallas.com)

Representatives have use of two valuable Web sites. The EWI Corporate Web site provides access to the International Directory, Corporate Procedure Manual, and a wealth of news, tools, and event information.

The Dallas Chapter Web site provides access to the Dallas Directory, meeting notices, monthly EWIconnect newsletters, and much more. For passwords, contact the Dallas Webmaster on-line.

### 2009-2010 Board of Directors

**President**, Sheryl Pickle,  
Four Seasons Resort and Club

**Vice President**, Donna Berry,  
Hoblitzelle Foundation

**Secretary**, Kat Kirk,  
Hitachi Data Systems

**Treasurer**, Lindsay Jones  
Ameriprise Financial

**Sergeant-At-Arms**, Deborah Tough,  
Four Seasons Resort and Club

**B/C/DP Director**, Carla Wright,  
Apples to Zinnias

**Membership Director**, Jeannette Davis,  
Jones Lang LaSalle

**Program Director**, Sherry Adams,  
Ebbly Halliday, Realtors

**Publication Director**, Melissa Gruenwald,  
Kelly Services, Inc.

**Ways and Means Director**, Kathy Shannon,  
Baylor Health Care System Foundation

**Advisor**, Rosemary Fair,  
TXI  
**Advisor**, Sherry Andrus,  
Dallas Convention and Visitors Bureau

### ANNUAL DUES (2010)

#### RENEWAL OF EXISTING MEMBER FIRMS:

##### Member Firm Annual Dues:

One Representative - \$284.00  
Two Representatives - \$519.50  
Three Representatives - \$755.00

#### NEW MEMBER FIRMS:

##### Member Firm Annual Dues:

One Representative - \$359.00  
Two Representatives - \$594.50  
Three Representatives - \$830.00

#### OTHER COSTS:

Replacement Representative(s)  
Processing Fee - \$75.00

**Sustaining Member Annual Dues:**  
\$45.00