



**MANAGEMENT
WOMEN, INC.**

Promoting professional growth and development of women by women.

Management Women, Inc. is a group of professional mid-to-upper management individuals who meet the third Wednesday of each month from 11:45-1:15 pm. Each meeting allows time for members to network and share business ideas as well as view presentations on specific management and current business topics.

History Management Women began as the Bay Area Chapter of Women in Management in September 1983, (32 years). Dorothy Gallagher, of U.S. Paper Mills, and Chris Neumann, of First Wisconsin Bank, along with 13 charter members, founded the organization because they were seeking peers in the community with whom they could share ideas and experiences as professional women. A national organization, Women in Management, gave them a framework for their endeavor. In July 1985, the organization changed its name to Management Women and became an independent organization.

Monthly Luncheon Meetings

Please, RSVP to the Monthly Luncheon Meeting. Information can be found on the website.

Lunch is served in MVP I & II at Brett Favre's Steakhouse. Please, remember to check in at the table; networking starts at 11:45 am. The program runs until 1:15 pm. Use the link provided in the newsletter

https://www.surveymonkey.com/s/Management_Women_RSVP_Mail_Link_2014.

If needed, you may contact Management Women Accommodations at accommodations@managementwomen.org. This is so we have an accurate attendance to make lunch arrangements. Check in when you arrive and pick up your nametag. Be sure to return your nametag when you leave. Information tables are located in the dining room. One table is for membership to provide career development information (resumes, applications, classes, etc). The second table is available for networking information (business cards, brochures, etc). If you would like to bring a guest be sure to RSVP to accommodations@managementwomen.org for that as well. The cost for a guest lunch is \$20.

Meeting Agenda

Networking, Introductions, Member Announcements, Meeting, Lunch, Guest Speaker

The Welcome Tables

Guests and new members are welcomed to sit at our Welcome Tables. At these tables there will be committee members to help you feel comfortable, to talk with, to answer questions you may have regarding the Management Women organization and to enjoy lunch with.

After Hours Functions and Socials

Annual Management Women 9-hole golf outing in August

After hours socials are announced periodically. Examples of some of our socials include: Bullfrogs Baseball, Wine & Cheese Tasting, Foxy Lady River Cruise, etc.

Fall Seminar – Heels, Hopes, Higher Education

Management Women's Fall Seminar will be October 26, 2016. This is an annual professional development event that features a keynote speaker who focuses on relevant topics our membership faces. It is our one and only fund raising event that raises money to award scholarships to deserving women in our community.

Volunteers Needed We are currently looking for volunteers to fill in as Greeters at some of our membership luncheons. As a Greeter, you will direct members and guests, introduce attendees to others, and generally make everyone feel welcome and included. If you would like to volunteer, please contact Management Women Accommodations at accommodations@managementwomen.org

Committees

Accommodations: Facilitate a positive experience for all members and guests through the arrangement of MW member meetings

Awards Committee: Recognize and support excellence in the accomplishments of women by presenting awards and scholarships. Promote community awareness of the Management Women's, Inc. as a professional organization. Committee members meet once in the fall and then twice in the spring. Review of scholarship applications requires a fair time commitment in the month of March.

Bylaws and Strategic Planning Committee:

- Ensure the Bylaws are current, functional and being adhered to. The chair often serves as the only member of the committee. However, as necessary a committee of two to five members may be formed for short periods of time if the bylaws are undergoing a major review. If you are interested in assisting with a future bylaws review, watch your newsletter for these opportunities.
- Ensure that the direction of the organization is meeting the needs of its members and that the bylaws are being followed. This includes the review of policy and procedure manuals for the Board Members annually, survey membership annually to identify needs and issues, coordinate SWOT analyses to identify opportunities for the Organization and develop plans accordingly.

Marketing Committee:

- Promote the organization through implementation of marketing and public relations duties. The marketing committee is responsible for press releases, merchandise sales, LinkedIn, Facebook and other social media information oversight.
- Organize Management Women Mentoring Program to provide members with personal and professional growth by offering structured mentoring opportunities to share experiences and knowledge.
- Prepare monthly electronic newsletter serving as vehicle to share updates on activities and events.

Membership/Welcome Committee: Promote and expand membership. Engage members through committee involvement; inform new members about membership benefits prior to monthly luncheon meetings. Accept applications, determine eligibility for membership and make recommendations to the Board of Directors for approval. Educate new members through orientation on the various committees and inform them how they can become involved in the Management Women's Organization. Host the welcome tables designed to introduce new members and guest to current Management Women members and help them become comfortable within the organization.

Program Committee: Plan and implement professional programs in line with the MW mission and vision. Seek high quality speakers and topics for monthly meetings & provide in-depth educational opportunities.

Fall Seminar (Heels, Hopes & Higher Education) Committee: Committee's focus is to plan and execute a professional development seminar to encourage and foster the awareness of current issues of interest to professional women. All proceeds and profits will be used to benefit our community through scholarships. This is our one and only fund raising event.

After Hours / Networking: Plan & execute 3-4 after-hours events each year allowing members more opportunities and time to get acquainted & network.

For more information, please visit our website www.managementwomen.org