



Welcome to Rockford Network of Professional Women! We are so happy to have you join this wonderful group of women as we support one another and build relationships, both personally and professionally. The Rockford Network was created in 1981 to give women the opportunity to gather together to encourage one another, prepare women for leadership roles in their jobs and in the community, and learn and grow together.

Each year we present programs that are educational, informative, and encourage self-development, as well as allow us to learn more about our community. Our Program committee works all summer to develop programs that cover topics of interest and this year we are excited to present speakers that will share their stories for our theme: "Everyone has a Story"!

One way Rockford Network gives back to the community is by awarding an annual scholarship to a non-traditional female student, age 23 years or older, enrolled in a degreed program. Many of our recipients have gone back to school to continue their education or have just begun their college career for the first time. We are proud that we have been able to provide a \$2500 scholarship the last several years to very deserving women! We have presented a Professional Development Day workshop the past few years each spring as a means to raise funds for our scholarship. The topic for this year's event will be announced soon.

There are many opportunities for involvement in our organization and numerous committees that are responsible for keeping Rockford Network running smoothly! If you have an interest in joining any of our committees, please let us know!

We hope you will be able to attend our monthly luncheon meetings, our holiday party and special events throughout the year. Feel free to bring a guest, colleague or friend to any of our meetings. Registration is available online at our website.

I am happy to serve as President of Rockford Network this year. If I can be of help in any way, or if you have questions about any aspect of our group, please let me know. Again, a warm welcome to you. I hope you find Rockford Network to be all that you want it to be.

All the best,

Karen Keller
Rockford Network of Professional Women, President 2016-2017
National Accounts, Professional Graphics Inc.



Rockford Network

of Professional Women

2016-2017 Meeting Information/Tips

Location: Forest Hills Country Club, 5135 Forest Hills Rd, Rockford, IL 61114

11:30 am Verification of registration and doors open for networking
11:45 am Lunch is served (buffet) and networking can continue in line and at tables
1:00 pm Meeting Adjourned

Important guidelines and ideas to get the most out of your membership luncheon:

- Meetings are the third Monday of each month (September – June) from 11:30 am – 1:00 pm. The September meeting is a kick-off reception and the December meeting is a holiday party. Both September and December may have different dates and may be evening events instead of luncheons.
- It is very important that you RSVP by Thursday prior to the meeting. Register online at www.rockfordnetwork.org and payment can be made through PayPal online or by check/cash day of.
- Members are encouraged to provide literature, hand-outs, and company information at the designated tables near the entrance to the meeting room.
- Before lunch is served, please network and meet many of the amazing women in attendance. Exchange business cards, learn something new about that person, share information on upcoming events and board positions, etc. Make a goal to meet new faces each time you come to a meeting and watch those connections grow!
- Attendees from same company are encouraged to sit at different tables instead of all together so that a broader integration of company representation is throughout the room.
- After everyone is seated with their lunch, a microphone will be passed around so everyone can introduce themselves. Due to time limitations, introductions are to consist of your only your name, title, and company. Any announcements or promos need to be placed on the designated tables at the entrance.
- Members are encouraged to bring a guest whenever possible and proper RSVP. Guests may attend 2 meetings before they become members and can continue to attend meetings.
- Members may submit concise company events/press release information on website for “Member News” and for the monthly newsletter complimentary. For advertising in the newsletter and on the website, contact the Communications Chairperson for fees and guidelines.
- An annual survey typically is conducted in early spring so that members’ experience can be analyzed and topics for the following year’s programming can be suggested. If suggestions or concerns need addressing before the survey, please contact any of the current year’s board members.
- A Professional Development Day is typically planned for April and is normally a 3-hour morning event targeted for more in-depth presentation of a relevant topic. This event and advertisers for the event are a main channel for our scholarship funds. Members are encouraged to invite as many guests as possible to not only participate in a worthwhile presentation, but to share what our organization is all about with prospective new members.



Rockford Network of Professional Women

RNPW Committee Opportunities

(** RNPW fiscal year is July – June and program year is September – June)

Scholarship Committee

Committee meets late Fall to review process and forms in preparation for having everything ready for January dispersal. Meets again as needed for reviewing of applications and then interviews and final selection to present to the May board meeting and then May general meeting. Committee can consist of 3 – 6 members.

Rockford Network of Professional Women was formed in 1981 and began awarding scholarships in 1994 to a “non-traditional student”. This was a woman who was beginning or continuing her education a little later in life. Over the years, one or two scholarships of \$1,500 each were awarded annually. In 2011, one scholarship of \$2,500 was awarded. That year, the RNPW Scholarship Committee critiqued all the processes going toward awarding the scholarships and clarified the qualifications. The RNPW Scholarship is now awarded to a woman who is 23 years of age or older, living in the greater Rockford area who wishes to enrich her professional life. The applicant may be a member of RNPW or a non-member. The scholarship is to be used toward any degree program or coursework at an accredited institution. Applications are available on the RNPW website after the first of the calendar year and must be postmarked no later than March 1. The scholarship and a one-year membership to RNPW are awarded at the May meeting.

Currently, an annual Professional Development Day is planned as our main fundraiser to support our Scholarship Program. Chair communicates with PR Chair, Communications Chair, and Reservations Chair.

Awards Committee

Committee meets throughout the year. Committee can consist of 3 members.

The position of the chairperson of this committee can be quite time-intensive, but also rewarding and enjoyable. It is a great way to get to know other members more in-depth and a wonderful feeling to see their reactions when they are honored with community awards! In general, only one Rockford Network member is nominated for each award so that members are not competing against one another. However, in some cases, more than one category is offered for an award.

Committee members assist with selecting and preparing the nominations. Chairperson communicates with the Communications Chair and the PR Chair to be sure that the nominees and winners are published in newsletters, community papers, etc. so recognition of their strong efforts in the community are known.

History Committee

Committee meets as needed. Committee can consist of 1-3 members.

This committee is in charge of maintaining all of the historical information about Rockford Network of Professional Women which includes scrapbooks, table tents, displays, and picture boards.

Membership Committee

Committee meets throughout the year. Committee can consist of 3 or more members.

This committee is responsible for maintaining the membership database along with recruiting and welcoming new members. The committee plays a significant role in welcoming members to monthly meetings, setting up the membership display, and distributing information as well as answering all membership questions. Chair coordinates with Treasurer regarding applications and payments of new members and renewals.

Nominations Committee

Committee meets throughout the year. Committee can consist of 3 members.

This committee has two main activities each year – (1) present the slate of officers to vote on at the May meeting and then coordinate the voting at the June meeting. (2) help place amazing women on non-profit boards of local agencies (which is one of RNPW's original objectives). Chair works with Communications committee for publishing needed information in newsletter and website.

Policy Committee

Committee meets as needed. Committee can consist of 1-3 members.

This committee is in charge of keeping RNPW bylaws current and staying up-to-date on information pertaining to the organization's non-profit status.

Program Committee

Committee meets starting in June with majority of work done in July & August and then monthly. Committee can consist of 4-6 members including the president.

The Chairperson maintains the annual presenter schedule and is responsible for finding replacements if any cancellations of presenters happen. This committee organizes the presenters for each month's meeting. They are the point of contact for each presenter at each meeting. Committee is responsible for every meeting except the September, December, and April special events. Must inform Reservations Chair of any special needs each presenter has such as screen, projector, extra table, etc. 2 weeks prior to event.

Public Relations (PR) Committee

Committee meets as needed. Committee can consist of 1-3 members.

This committee is responsible to obtain media coverage for monthly meetings and other organization events. Also press releases are to be done as needed along with any other PR needed throughout the year.

Reservations Committee

Committee meets as needed. Committee can consist of 1-3 members.

This committee maintains all the RSVPs for meetings and events. Chair is responsible for informing the venue of attendance as of cutoff date as well as arrangements of the room that are required from the Program Committee for the presenter (ie. screen, projector, table set-up, etc.). Chair also communicates with Treasurer of non-payments and assists Treasurer at event registration table. Chair to inform Membership Chair of guests.

Special Events Committee

Committee meets as needed for the special event planning of the organization. Committee can consist of 3 or more members.

Committee plans and makes all arrangements for special events such as the September Kickoff Party, December Holiday Party, and Spring Professional Development Day. Chair to communicate with Communications Chair to place event information on the website and with PR Chair for press releases, etc. for each event.



Rockford Network

of Professional Women

OFFICE USE ONLY		
Rcvd -	Online	Mail
	Personally	
Date:	___/___/___	
Pymnt:	PayPal or Ck	
Ck #	_____	
Dated:	___/___/___	
Rcvd By:	_____	

MEMBERSHIP APPLICATION

___New ___Renewal

First Name: _____ Last Name: _____

Occupation/Position/Title: _____

Business Name: _____ Business Phone: _____

Business Address: _____

Business Email: _____

Home Address: _____

Cell Phone: _____ Home Phone: _____

Personal Email: _____

Receive monthly newsletter via: ___Email or ___Snail Mail • Please send to: ___Home ___Business ___Both

Boards, committees and activities you are currently involved with:

Organization _____ Position _____

Organization _____ Position _____

Organization _____ Position _____

Please list any special expertise, experience, or interests you have that may be of interest to a board:

Would you like to join a RNPW committee? ___Not at this time ___Yes Committee: _____

Check one category which best describes your business:

- | | | |
|---|---|---|
| <input type="checkbox"/> A. Banking/Finance | <input type="checkbox"/> H. Advertising/Graphic Design/Promotion | <input type="checkbox"/> O. Media Sales/Printing/Publishing |
| <input type="checkbox"/> B. Accounting | <input type="checkbox"/> I. Employment/Staffing | <input type="checkbox"/> P. Real Estate Sales & Rental |
| <input type="checkbox"/> C. Attorney/Legal Services | <input type="checkbox"/> J. Computers/Internet Technology | <input type="checkbox"/> Q. Non-Profit Organization |
| <input type="checkbox"/> D. Trainer/Facilitator/Educator | <input type="checkbox"/> K. Medical/Healthcare | <input type="checkbox"/> R. Government/Political Position |
| <input type="checkbox"/> E. Insurance | <input type="checkbox"/> L. Investment/Financial Planning | <input type="checkbox"/> S. Other: _____ |
| <input type="checkbox"/> F. Manufacturer | <input type="checkbox"/> M. Independent Sales/Consultant | |
| <input type="checkbox"/> G. Construction/Building/Architect | <input type="checkbox"/> N. Trade Services (plumbing, electrical, etc.) | |

You may complete application and payment online at
www.rockfordnetwork.org OR

Please send payment of \$50 annual dues (payable to RNPW) along with this form to:
Rockford Network of Professional Women, ATTN: Membership Chairperson

1643 N Alpine Rd. #162 ♦ Rockford, IL 61107 ♦ www.rockfordnetwork.org