



*Ottawa's Leading Network of Women in Business*

## **REQUEST FOR INFORMATION**

Thank you for requesting information about the Women's Business Network. Below please find information that outlines the membership processes as well as an application for membership. Membership fees in the WBN are \$299 per year plus GST/HST and are prorated for each new member. Additionally a new member pays an initiation fee of \$40 plus GST to cover administration charges. In applying for membership, do not enclose payment at this time. If you have any questions about the material in this package, please contact Janet Wolfe, Chair of the WBN Membership Committee, at 613-228-9766.

### **MEMBERSHIP APPLICATIONS FOR THE WBN ARE ACCEPTED UNDER THREE CATEGORIES:**

- Business Owner**      An entrepreneur who owns her own business
- Commissioned Sales**      An entrepreneur who earns at least 50% of her income from commissions
- Management**      An entrepreneur who holds a senior decision-making position in private enterprise

### **APPLICATION FOR MEMBERSHIP FLOWS THROUGH FOUR STAGES:**

1. If you would like to apply for membership, please complete the following information and return it to the WBN office.
2. The Membership Committee will contact you to answer your questions and share information.
3. Membership applications are reviewed at our monthly WBN Board meetings.
4. The Membership Committee will contact you once your application has been reviewed to discuss Board decisions, and payment.

If you do not wish to apply for membership, but still want to stay in touch with the WBN, consider adding your name to our Special Events mailing list. Once we receive your request, you will be added to this list. We will keep you informed of upcoming events, deadlines for registration and ways to register. If you are uncertain about becoming a member, or are not eligible at this time, being on the Special Events Mailing List will give you the opportunity to be part of our group and get to know the members.

If you are interested in picking up a copy of the Women in Business directory, please call 613-749-5975 ext. 251 to arrange for pickup. We look forward to the opportunity of getting to know you.

T: 613-749-5975 • F: 613-745-8753 • [membership@womensbusinessnetwork.ca](mailto:membership@womensbusinessnetwork.ca) • [www.womensbusinessnetwork.ca](http://www.womensbusinessnetwork.ca)

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*Respect - Integrity - Collaboration - Develop*

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## **WHY SHOULD YOU JOIN THE WBN?**

### **Exciting Events**

Get motivated at our monthly events featuring dynamic speakers who offer sound business advice, lessons learned, and tips for success.

### **Plentiful Networking Opportunities**

Raise your profile and stay connected at our meetings, through our electronic newsletter, via our website, on our committees and at our joint events with other women's business networks.

### **Notable Women's Directory - Published by the WBN**

Get noticed in Ottawa's only *Directory of Women in Business*, a vital resource to key contacts. Members receive a free listing.

### **Recognition, Celebration & Awards**

We host the prestigious Ottawa Businesswoman of the Year Award, sponsor three annual scholarships for female business students, honour special contributions and accomplishments of our members annually and announce member kudos monthly.

### **Committee Involvement**

Expand your leadership skills and enrich your networking by getting involved in any one of our active committees.

## **Membership Criteria:**

A member is a woman who embraces the mission statement of the WBN and who works on a full time basis in a **privately held or publicly traded enterprise** in any one or a combination of the following capacities:

- owns her own business
- earns at least 50% of her income from commissions
- holds a senior decision-making position

The scope of her authority must include at least one of the following:

- direct impact on the profitability of the organization
- responsibility for productivity of subordinates
- responsibility for business development
- responsibility for a significant portion of the organization's clients or customers.

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## APPLICATION FOR MEMBERSHIP (page 1 of 2)

Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Business Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Office Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email (work) \_\_\_\_\_

Membership category you are applying under:

Business Owner [  ]

Commissioned Sales [  ]

Management [  ]

Type of Business \_\_\_\_\_

Is this your primary occupation? Yes  No

How long have you been in your current employment? \_\_\_\_\_

Please give us the name of the WBN member who referred you. \_\_\_\_\_

How did you hear about the WBN? \_\_\_\_\_

Please consider listing any business, professional, community organizations you belong to:

\_\_\_\_\_  
\_\_\_\_\_

Committee work is a good way to become involved in the network. Which committee might interest you?

BYA GALA  BYA Nominating & Awards  Directory  Golf  Marketing & Communications   
Membership  Program  Sponsorship

I certify that the information in this application and all attachments is accurate to the best of my knowledge.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You may want to attach your resumé

Payment Method:

By cheque – Please send me an invoice

By credit card

No. \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

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## APPLICATION FOR MEMBERSHIP (page 2 of 2)

**Description of your company:**

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**Your job description:**

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**Why do you want to join the Network?**

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**What are your expectations of the WBN Network?**

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