



WASHINGTON STATE BUSINESS AND PROFESSIONAL WOMEN

Acronyms and Terminology

BPW	Business and Professional Women
BPW/USA	USA Business and Professional Women Foundation. Located in Washington D.C.
BPW/WA	Business and Professional Women of Washington State
Evergreen	An Evergreen is what a Past State President is affectionately called.
Board of Directors Meetings: Fall/Winter	The Fall Board of Directors meeting is usually in September or October. The Winter Board of Directors meeting is usually in January or February. All members are welcome and can enter into a discussion; however, only Elected State Officers, Immediate Past State President/Historian, Chairpersons of State Standing Committees (or duly authorized representatives), Local Organization Presidents (or duly authorized representatives) and Corresponding Secretary may vote.
IDP	Individual Development Program. A program designed to enhance speaking abilities that are planned or are extemporaneous, to build self confidence and poise.
PAC	Political Action Committee. BPW/PAC assists women and pro-women candidates who support BPW's Legislative Platform by providing campaign contributions and endorsements.
Robert's Rules of Order	All meetings are governed by Robert's Rules of Order: A book that presents the rules of parliamentary procedures.
Special Committee	Ad hoc committees assigned by the President for a specific purpose.
Standing Committee	Are required by the BPW/WA bylaws and have a continuing existence.
State Conference	State Conference is held once a year in April or May. After the Pre-Conference Board of Director's meeting (see Board of Directors Meetings above), every member in good standing can vote.
WBW	Washington Business Woman. The BPW/WA magazine that is published 3 - 4 times a year.
Woman of the Year	An award given to a BPW member or community member by a Local organization honoring a woman of achievement.
WSBPW	Washington State Business and Professional Women Foundation
YC	Young Careerist. A program founded in 1964 recognizing the political, professional, and personal achievements for young women via a speaking competition that includes a four minute speech, interviews with judges, and preparing a biological statement and application. Participants are chosen from the Local organizations and the YC Speak-off and judging is held at State Conference.

Important Web Sites and Information

<http://www.bpwfoundation.org>

BPW National Foundation Web Site

<http://www.bpwwa.org>

BPW/WA Federation Web Site
Members ONLY section requires a password.
The password is changed every June. 1st
and given to members and Local Presidents
at State Conference.

<http://www.bpwwafoundation.org>

BPW/WA Foundation Web Site

Programs Sponsored by BPW/WA



Individual Development (ID) Program

BPW/WA is committed to promoting full participation, equity, and economic, self-sufficiency for working women.

The Individual Development Program (IDP) was instituted in 1968 by BPW/USA to help participants develop leadership skills while introducing them to BPW/s mission, goals, programs, and issues. The Individual Development program has been revised to meet the needs of today's working women, to take a broader approach in the areas that face women on a day-to-day basis in the workplace. This program is sponsored by BPW/WA as a communication enrichment program to help build confidence in speaking.

The Individual Development program is one way that BPW/WA helps working women, both members and nonmembers, acquire the skills they need to be active and progressive participants at work and in their communities, and to be able to speak effectively on issues that concern them.

Individual Development Means ...

- **Speaking ...** Without fear of recrimination when learning to organize and present ideas.
- **Participating ...** In discussions and role play learning exercises designed for the novice to those who want to sharpen existing skills.
- **Analyzing ...** The dynamics of personal and group behavior: the criteria for effective communication and leadership.
- **Inquiring ...** Into the issues affecting working and how to take action.
- **Evaluating ...** Individual strengths and weaknesses, performance of others and effectiveness of class events.

Individual Development Will ...

- **Provide** a detailed course manual with class outlines and handy "Basic" sheets for future reference.
- **Provide** trained instructors who are dedicated to the education and advancement of America's working women.
- **Invite** participants to shape the class, using real-life circumstances to analyze and act upon.
- **Train** participants to evaluate their own performance and those of others.
- **Take** a step-by-step approach through the way and why of effective communication, and show how to plan and deliver a speech or presentation.

Young Careerist (YC) Program

The Young Careerist Program (YC), founded in 1964 by BPW National President Virginia Allen, recognizes the political, professional and personal achievements of young professional women and men. Participants compete to represent BPW on the local and then state level by delivering a prepared four-minute speech, interviewing with judges, and preparing a biographical statement and application.

BPW/WA boasts a long list of former Young Careerist participants and representatives who, by their participation, have developed a greater sense of self-esteem, and have gone on to more rewarding and fulfilling careers and have demonstrated themselves as outstanding leaders in their communities. The Young Careerist Program is about mentoring and building self-esteem and confidence. It is about giving recognition and acceptance and the celebration to all participants.

Criteria

All contestants must meet the following criteria to be eligible for the BPW/WA competition:

- Must be a member of and sponsored by a BPW Local organization to compete at the State level;
- Be between the ages of 21 and 35, inclusive, by July 31st following the first competition in which she/he participates;
- Be or have been employed in business or a profession, with a minimum of one (1) year of full time work experience;
- Be living, working, training or continuing her/his education in Washington State.
- Understand and support the BPW mission, vision and legislative platform. Young Careerists must be familiar with the State Legislative Platform and pledge that they will not speak against the platform items in their capacities as Young Careerist representatives. (All participants are required to submit a signed copy of the State Legislative Platform confirming that requirement prior to competition);
- Be a Local winner or runner-up, or the officially designated representative. Where applicable, meet all state award guidelines.
- Speeches are to be four minutes in length. No props are allowed and all Young Careerist representatives will be required to remain at the podium when speaking. (Speech topics are listed on the web site at bpwwa.org.)

IMPORTANT NOTE: A copy of the speech the Young Careerist intends to deliver at the speak-off must accompany all paperwork sent to the YC chair. No speech changes can be made after submittal.

Check the BPW/WA website for the most current information and speech topics for the year at bpwwa.org. Speech topics should be ready at the beginning of each new year. To contact the YC Chair, Lisa Fischer, send an email to YC@bpwwa.org.

COMMITTEES, COMMITTEES, COMMITTEES

What is the Difference Between Standing, Special, and Ad Hoc Committees?

There are generally two types of committees – *standing committees* (which have a continuing existence and are listed in the bylaws) and *special committees*, also called *ad hoc*, (which go out of existence as soon as they have completed a specific task assigned to them). How do we know which of the BPW/WA committees are *Standing* versus *Special*?

The *Standing committees* for the BPW/WA as listed in the bylaws are: Bylaws, Finance, Foundation, Individual Development, Program, Legislation, Membership, WBW Publications, Young Careerist and Information Technology. Most of the committees are made up of a chair, appointed by the president, and members either appointed by the president or chosen by the committee chair.

Where can I read more info about these committees? Go to the BWP/WA website (www.bpwwa.org) and download the Bylaws from the Member Login section. When you open the bylaws go to ARTICLE XVII – STANDING COMMITTEES. [If you need the Username and Password for Member Login ask your Local President.]

What are the *Special committees*? Audit, Fall Board, Winter Board, Annual Conference, Leadership Development Program, Memorials, Nominations, YWCA, Policies and Procedures, and PAC. Where can I find more information about these? Audit and Nominations committee tasks are listed in the bylaws, ARTICLE XIX and XI, respectively. These committees are generally annual appointments and are being more fully defined in the Handbook of Policies and Procedures at this time.

BPW/WA Political Action Committee (PAC) is a separate entity with its own set of bylaws. The PAC committee must include a chairman, a treasurer and at least three additional members; i.e., a minimum of five members. BPW/WA PAC bylaws state that the chair is to recruit members from at least three (3) local organizations to serve as members of the committee.