



Organization of Women in International Trade (OWIT) Chapter Manual

Table of Contents

Table of Contents	1
Welcome to OWIT International.....	2
Meeting OWIT Chapter Requirements	2
Maintaining a Functioning Board	3
Board Functions & Roles.....	3
Role of the Immediate Past President.....	3
Chapter By-Laws.....	3
Red Flags	4
Meeting Financial Obligations to OWIT International	4
Participating in OWIT International	4
OWIT International Governance Structure	5
Promoting Access to the OWIT Network.....	6
Reporting to OWIT International	6
Growing the Chapter	6
Programming Best Practices.....	6
A Few Good Ones.....	6
Programming Partnerships as Best Practice	7
Membership Recruitment Best Practices.....	9
Building & Retaining a Strong Board	10
Avoiding Burn-Out of Board Members	10
Plan the Transition to a New Board.....	11
Coming Full Circle	12
Available Tools & Resources.....	13
SAMPLE OWIT CHAPTER BOARD MEMBER RESPONSIBILITIES & DUTIES	13
Additional Resources for Board Directors	13
Best Practices for Enhancing Membership Renewals.....	15
Information for OWIT Chapter Presidents & Board Representatives.....	16
Information for Chapter Web/LinkedIn/Facebook Pages	17
Hosting an OWIT International Board Meeting	19
Proposal Form to Host OWIT Board Meeting.....	20

Welcome to OWIT International

Congratulations!

Your chapter is now a member of the OWIT network.

The Organization of Women in International Trade (OWIT) is a worldwide non-profit organization that focuses on helping women develop and execute global trade opportunities. OWIT's values and philosophy embrace its mission statement: ***United around the globe to foster international trade and the advancement of women in business.*** The OWIT network provides a collective forum to support education, facilitate information exchange and promote networking. In pursuing these goals, OWIT strives to provide a rewarding volunteer environment, to stay at the forefront of trade and technological developments, and to work in co-operation with peers and alliances.

OWIT International is comprised of member chapters. There are two types of chapters:

1. Local chapters in the form of lawfully-incorporated associations with at least ten (10) members in a specific geographic location; and
2. A Virtual Chapter representing virtual members in locations throughout the world without a local chapter.

OWIT Chapters are the vehicles through which individuals join and access the many benefits of the OWIT International network.

This manual provides guidance, information and tools to the local chapters on the priority areas of:

- **Meeting OWIT Chapter Requirements**
- **Growing the Chapter**
- **Building & Retaining a Strong Board**

Meeting OWIT Chapter Requirements

OWIT International imposes a minimum set of requirements on its chapters that are geared toward ensuring and supporting the proper functioning of its chapters and their ability to deliver ongoing and sustainable activities to their members.

OWIT Chapters are required to:

1. **Maintain a functioning Board**
2. **Meet financial obligations to OWIT**
3. **Participate in OWIT International**
4. **Complete OWIT Annual Report**

Maintaining a Functioning Board

A chapter is required to have a functioning Board of Directors. The Board has TWO primary responsibilities:

1. Govern the chapter to ensure that it is achieving its mission and remains fiscally viable; and
2. Oversee the development of programs and projects for its members.

Board Functions & Roles

The structure of the Board will vary depending on each chapter's size and how it decides to handle its responsibilities. To meet its governance responsibilities the chapter's Board includes the following positions:

- **President:** Provides leadership and direction to the chapter.
- **Vice President:** Supports the President; is often in training to become the next President; may hold a specific portfolio such as membership or programming.
- **Treasurer:** Manages the chapter's funds.
- **Secretary:** Manages the chapter's documents.

To meet its programming responsibilities, successful OWIT chapters have used one or both of the following approaches:

- Incorporate onto the Board a Vice President or Chair of Membership, and Vice President or Chair of Programs (events);
- Delegate responsibilities for programming and membership to committees comprised of Board members and/or volunteers.

Role of the Immediate Past President

After completing his/her term on the Board, the President may continue to serve on the Board. Suggested titles for this position are Immediate Past President or Advisory Chair. This allows the Board to continue to benefit from the experience of the outgoing President, helping with transition, maintaining continuity, and advising the current President.

Chapter By-Laws

These and other specifics, such as the term of the Board members, will have been determined by the chapter's by-laws developed at the time of formation. By-laws may be revised to meet the Chapter's evolving needs.

OWIT International recognizes that chapters are run by volunteers and may, from time-to-time, face challenges. Transition periods from one Board to the next are particularly challenging. The Appendix to this manual provides additional resources to help Chapters recruit and manage Board members and avoid burn-out.

Red Flags



- ▶ Number of active Board members falls below three (3)
- ▶ Inability to find replacement Board members or committee members
- ▶ Six (6) months without an activity

One or more of the above developments are **RED FLAGS** to the Chapter that it may be "skating on thin ice". A Board that is not performing adequately jeopardizes its ability to govern the Chapter.

WHAT TO DO: Contact OWIT International to share the situation so we can work together to address the emerging problem(s). **It is easier to address an emerging problem than it is to revive a dead or flagging chapter.**

Meeting Financial Obligations to OWIT International

The Chapter pays annual dues to OWIT International:

- US \$100 in the Chapter's first year.
- Determined by the size of the chapter in the second year and beyond.

The chapter is invoiced at the beginning of the fiscal year (January 1st). Payment is due within ninety (90) days. After this period, the chapter is suspended and loses its right to vote until it brings its dues current. A chapter may apply to OWIT International for permission to delay payment or for a waiver of its dues in a year in which it is experiencing financial hardship.

OWIT International may suspend a Chapter for failure to pay its annual dues (OWIT International by-laws, Article 7).

Participating in OWIT International

OWIT Chapters are required to participate in OWIT International's governance structure.

OWIT International Governance Structure

OWIT International is governed by a Board of Directors and by its Officers who sit on the Executive Committee.



OWIT International Board of Directors

Each Chapter is required to nominate one person who serves as its representative to the OWIT International Board of Directors. This person may be the Chapter President or a specially-designated OWIT Representative. The Chapter President/OWIT Representative:

- Holds one vote on the OWIT International Board of Directors
- Sits on and reports to the Chapter's Board of Directors
- Participates in a monthly meeting of the OWIT International Board of Directors held by phone conference call

Ideally, the Chapter President/OWIT Representative will also attend the annual Spring and Fall meetings of the OWIT International Board of Directors, which are held in-person at locations and on dates determined by the Board.

OWIT International Executive Committee

Any member of an OWIT Chapter may serve on the Executive Committee of OWIT International as:

- President
- Vice-President
- Secretary-General Counsel
- Treasurer
- Immediate Past President

Any OWIT Chapter member may also serve on any other committee established by the OWIT International Board.

Promoting Access to the OWIT Network

OWIT Chapters should promote the broadest possible access by their members to the OWIT network:

- Regularly provide an updated list of its members to OWIT International for inclusion in the OWIT International database. The regularity with which this is done will depend on how often the chapter updates its own membership list, but at least twice per year is recommended. Members included in the database receive OWIT International quarterly newsletters and notices of OWIT International activities and events (e.g. webinars).
- Encourage members to join the OWIT International LinkedIn, Facebook, and other social media accounts.

Reporting to OWIT International

OWIT International disseminates to each chapter an annual survey which collects information on:

- Membership categories and numbers
- General well-being and operations of the chapter

The information collected assists OWIT International with its own reporting requirements, corporate outreach and fundraising, and to identify any chapter(s) that may be in need of assistance.

Growing the Chapter

Membership recruitment and strong **programming** are mutually-reinforcing activities that help to grow and strengthen a chapter. Chapter activities and programs that support OWIT's mission are among the strongest tools that a chapter can use to attract and retain members. These two activities are **priority** goals for all Chapters.

A regular dose of productive and useful programs, webinars, events, functions, and opportunities for learning for networking are the keys to attracting new members and to keeping existing ones.

This section shares best practices by chapters that have been successful in these two key areas of programming and membership recruitment.

Programming Best Practices

A Few Good Ones

Successful chapters provide interesting and innovative programs. New chapters are best-served by focusing their energies and resources on developing a few good programs.

- OWIT International considers a minimum of three (3) programs each year to be an acceptable goal for a new or small chapter. A new chapter is advised to begin by working to meet this very attainable goal; once achieved the chapter can increase its activities at its own pace and as its resources permit.
- Some chapters have successfully identified one major event held annually that becomes its **signature event**. The chapter focuses its energies and resources on planning a major event, such as an annual business luncheon/dinner, an event honoring a member of the community, or any event that raises the chapter's profile in its community. This may also be its major fundraising activity for the year.
- Other activities requiring a lower level of effort can range from meetings on topics of interest to members and the trade community in that area to an informal networking or social event. OWIT International regularly offers webinars that the chapter can include on its calendar of activities.
- The Board may want to invest the time at the start of each year to plan a calendar of activities that is within the Chapter's capabilities and resources.
- It is highly recommended that the Board involve its members in committees to assist with program planning and implementation.

The activities that a chapter can develop are diverse and, as one would expect, dependent on the interests of the members and professionals in that area. The primary challenge that new (and sometimes more mature) chapters face is finding the resources to develop and implement programs.

Programming Partnerships as Best Practice

Here are 8 ways that the Chapter can increase, improve or diversify its program offerings by partnering with like-minded organizations:

1. Partner with institutions that share OWIT's focus and have a mission to share information about their role in International Trade. (Government Departments, Port Authorities, International Organizations)
2. Partner with corporate organizations that appear to be natural partners relating to their area of expertise. (logistics, transportation, supply chain management)
3. Go truly international by partnering with embassies, consulates, trade missions in your area to host events or to provide speakers on topics of mutual interest.
4. Other international or women-focused organizations and associations make natural partners with which to host social events or as resources for speakers.
5. Universities, (international business programs, law schools), law firms, consulting companies are excellent resources for updates on a new area of business or law.

6. Partner with other OWIT Chapters. Visiting members can be an excellent speaker resource!
7. Can't identify a major international organization or chapter in your area? Find a former employee who has retired in your area or a "native son" through the chamber or a "Who's Who" of your area.
8. To build a more long-term relationship with a partner, honor an employee or officer whose work or contribution you have come to value.

Use the monthly OWIT Board call or visit the websites of sister Chapters to get ideas for programming partnerships. **Here is a sampling of past programming partnerships by OWIT Chapters:**

Partnerships with institutions that share OWIT's focus or mission	
Topic/Event	Partner Resource
Beyond Borders: Your Passport to Exporting Seminar	Agency responsible for trade or commerce
Port Update	Customs or Port Authorities
Trends in International Trade and Manufacturing	Association of manufacturers
Partnerships with corporate organizations	
Topic/Event	Partner Resource
Maximizing Your Contacts Internationally	Company delivering Human Resources or Coaching Services for businesses
Country of Origin	Managers for trade compliance, customs operations
Overseas Bonded Warehouses and Foreign Trade Zones	Senior Corporate Trade Compliance Manager
Inside China's Customs Agency	Senior Manager handling China relations for a major corporation
Corporate Social Responsibility in a Global Contract Manufacturing Environment	Corporate Social Responsibility Manager for a major corporation
10 Ways to Simplify Letters of Credit,	Director of Operations for a corporation
Business and Personal Identity Theft, What Do You Need to Know	Certified Identity Theft Risk Management Specialist
The Job Market and Salaries for International Trade Professionals	Search Consultants/Recruiting Company
Securing the Supply Chain	Director of Global Logistics for a major corporation
Travel Tips for Business Women	A major department store
Partnerships with embassies, consulates, trade missions	
Topic/Event	Partner Resource

Your Strategic EU Business Partner	Ambassador from a European country
Negotiating a Free Trade Agreement Between Country X & Country Y	Representative(s) from the relevant embassy or embassies
Annual silent auction and gala	Annually hosted at and in partnership with various embassies
Partnerships with International or women-focused organizations and associations	
Topic/Event	Partner Resource
International Business Card Exchange	Networking with International Trade Groups in the area
Fall 200X Trade Update: North American Trade	Association of international compliance professionals
The Power of the International Purse: How Women Business Owners Are Making It	Association of women business owners

Membership Recruitment Best Practices

Make recruitment a priority! Develop at least one activity each year that is dedicated to attracting and recruiting members. Examples include an informal social at a café or at someone's home, or a more formal membership reception. Pooling resources with a like-minded organization to organize the event will reduce stress and generate greater publicity. Each Chapter could benefit from setting aside a New Members' Social once or twice a year for recruiting.

Dedicate resources to membership recruitment! Assign responsibility for member recruitment to a senior officer or Board member. Dedicate a line item in your budget to support a membership recruiting activity.

Find Target Audiences! Lawyers, international consultants, trade, IT, and education professionals are among the top vocations attracted to OWIT membership. Target international companies; law firms; consulting companies; international governmental organizations; embassies, consulates and trade offices; international business or relations departments in educational institutions as places to promote events, partners and hosts for events, etc. (Word of mouth does wonders here too.)

Recruit them Young! Attract young professionals by providing resources that can assist them in their job search and careers. Devote a section of your website to professional development (WIIT-DC). Host an activity that incorporates outreach and assistance to young professionals, such as a mentor café (OWIT-Toronto).

Replicate Success! What was it that attracted you to join OWIT? When and why did you join OWIT? What attracted your current membership? Build on success by providing similar opportunities to interest and recruit new members.

Offer Rewards! Current members are one of your best recruiting tools. Offer incentives, such as a coupon for free or discounted entry to a future program, to encourage them to recruit new members. Offer the new member free or discounted entry to a program.

Ask Members to Renew! Designate someone to manage the process of communicating with current members about renewing their application. It may take several attempts so the process must involve monitoring and follow-up to encourage procrastinators. Remind members of the benefits of membership. Reach out to non-renewing members and ask them what you could have done to keep them or can do in the future to win them back.

Share and Re-apply! Work with another Chapter to develop your first membership social. Pull ideas from their websites. Request a mentor chapter to be a resource in this area.

Recruit online! Even without a website, which may not be affordable for a new chapter, a Facebook or LinkedIn page can be used as an online presence to recruit members and possibly provide online membership application and payment options. A one-paged web or blog site may be a free and low-maintenance tool for letting people know the Chapter exists and inviting them to events.

Building & Retaining a Strong Board

As noted earlier, a strong Board is essential to the Chapter's success. A strong Board has members who are active and engaged in the association.

In order to get going as a chapter, a Board will already be in place. This will most likely be a small Board comprising of a few members. It will be important to:

1. **Avoid burn-out of existing Board members; and**
2. **Plan the transition to a new Board.**

Avoiding Burn-Out of Board Members

Be realistic! Plan activities based on a realistic assessment of what you can accomplish given the size and capabilities of the existing Board.

Make it worth your while! At monthly meetings, do a round table about a business challenge or opportunity for each Board Member so that volunteer Board members are receiving something in return for all their hard work.

Recognize board members at each event! Help your Board members to feel valued and increase their profile. This can also be a motivator for Board members to attend the events.

Make it easy to do the Job! Develop a list of roles and responsibilities and expected time commitments to help Board members to do the job. It also sends a signal to potential Board members about the seriousness of the organization. A sample is provided in the Appendix to this Manual. Shared folder sites, e.g., Dropbox & Googledocs, make it easy to place the manual and other essential documentation in a central location.

Create committees! Recruit volunteers from your growing membership to assist with implementing programs. This is also a great way to recruit new Board members.

Leverage the experience of mature chapters! Request a Chapter mentor that can share its experience and its resources.

Make it fun! Have an annual “thank-you” event to yourselves. Find ways to keep up the enthusiasm and interest.

Plan the Transition to a New Board

Avoid the following scenario: Board members enthusiastically lead the Chapter in Years 1, 2, & 3, less enthusiastically in Year 4, and drop out of sight in Year 5.

As the organization recruits members, recruit future Board Directors! Create committees so that interested members can begin to participate in the Chapter's planning activities without feeling intimidated or overwhelmed. As members join, be sure to ask them to identify specific areas in which they can volunteer their time and expertise -- then use them!

Recruit, recruit, recruit! Tell people you're looking for Board Directors. At every opportunity – your meetings, the meetings of similar organizations, in your workplace – share the fact that you have open seats on your board and are accepting **applications** from prospective candidates. Ongoing recruitment through an application process (e.g., a resume and motivation statement) allows you to recruit compatible and committed Board Directors at your own pace rather than waiting until you absolutely need to.

Highlight the value of service! Remind potential recruits of the rewards of volunteering and make it worth their while!

Document, record, share! Keep a record of the chapter's major decisions, events, and accomplishments. Store this record and other essential documents and information, including this Manual, in an electronically-accessible location. Transfer to the new leadership.

Coming Full Circle

The manual began by highlighting the following three priorities for OWIT chapters.

- **Meeting OWIT Chapter Requirements**
- **Growing the Chapter**
- **Building & Retaining a Strong Board**

Though there are many suggestions and best practices outlined in the manual, Chapters are strongly encouraged to pace themselves as they begin implementation. For the most part, the suggested goals and activities are mutually-reinforcing. As a result, in its first twelve (12) months of operation, a new Chapter could use the following benchmarks of success:

- ▶ Retaining on its Board at least three active members
- ▶ Taking time to develop a list of responsibilities for Board members
- ▶ Developing a programming partnership with one or two like-mind organizations
- ▶ Organizing three (3) programs for the year
- ▶ Highlighting at each event the contribution of Board members
- ▶ Using the events to attract new members
- ▶ Involving interested new members on committees
- ▶ Seeking new Board Directors on an ongoing basis

Available Tools & Resources

SAMPLE OWIT CHAPTER BOARD MEMBER RESPONSIBILITIES & DUTIES

BOARD MEETINGS

- Attend board calls and meetings.
- Notify the President & Secretary of pending absences in a timely fashion
- Provide any agenda items to President within 24 hours of next meeting
- Report, at least monthly, on relevant activities and projects, areas where you need assistance, and action items

MEETINGS / SPECIAL EVENTS

- Attend OWIT programs as possible
- Where possible, arrive prior to the start of the event to assist with greeting the members, guests, and speakers
- Make a point to sit with a new member or guest.
- Stimulate networking / introductions at the table
- Invite guests and assist with marketing OWIT programs

BOARD & COMMITTEE DEVELOPMENT

- Assist with mentoring of newly elected board members
- Be watchful for potential new board members
- Establish/chair a committee to help fulfill the duties of your position and define the tasks to be delegated to committee members
- Develop your committee from general membership, not from other board members
- Encourage members to become active on committees

FINANCIAL & ADMINISTRATIVE

- Be aware of OWIT's general funds and budget
- Assist the President and Treasurer in establishing the operating budget for your position
- Be responsible for your area's budgeted versus actual figures (Year-to-Date figures)
- Develop and present to Board proposals for funds

FOR THE GOOD OF THE GROUP

- Be professional and ethical
- Have a positive and enthusiastic attitude and approach
- Promote teamwork and & build synergy
- Help fellow board members with personal and professional development

Additional Resources for Board Directors

Board member contract: <http://blueavocado.org/content/board-member-contract>

Dealing with inactive board members: <http://blueavocado.org/content/what-do-board-members-who-dont-do-anything>

General information: <http://www.compasspoint.org/boardcafe>

Tools for Board governance: <http://www.robertsrules.org/rulesintro.htm> to help with developing and executing effective agendas, and takes the guess work out of basic governance, minutes and motions, providing a great resource for the President and Secretary.



Best Practices for Enhancing Membership Renewals

1. **Ask Members to renew:** Designate someone to manage the process of communicating with current members about renewing their application. It may take several attempts so the process must involve monitoring and follow up to encourage procrastinators!
2. **Provide online membership renewal and payment options:** Email communications with a click through to online renewals are most effective.
3. **Remind your members of the benefits of membership:** See some suggestions below.
4. **Address upfront any concerns that your members may have:** Offer incentives/promotions such as partial memberships, a “try before you buy” package, or membership refunds to dissatisfied members.
5. **Highlight membership benefits in your communications and/or on your website:** See below for suggestions.

Here are 5 ways to demonstrate membership value:

1. Highlight events of the past year from your chapter. If you are a newer chapter – highlight events from sister chapters; provide teasers of upcoming/planned events.
2. Promote the potential of connecting with this truly international database of contacts; feature a story on how members leverage the value of OWIT. Highlight **LinkedIn** as a means of connecting with OWIT members around the world.
3. Stress the opportunity to keep abreast of the latest in global issues and international trade in the chapter newsletter. Don’t have one? Use the OWIT International newsletter with a preface from your President.
4. Highlight the OWIT job bank – in times like these, everyone is looking for information about and connections into the job market place.
5. Highlight the opportunity to grow professionally by getting involved in the leadership and management of the chapter.



Information for OWIT Chapter Presidents & Board Representatives

Congratulations! Here is some information you need to know as a new **OWIT Chapter President** or **OWIT Board Representative** on participating in the OWIT International Network:

The Chapter President and/or OWIT Board Representative are an integral element of OWIT International's governance structure:

- Holds one vote on the OWIT International Board of Directors
- Sits on and reports to the Chapter's Board of Directors
- Participates in a monthly meeting of the OWIT International Board of Directors held by phone conference call
- Participates, where possible, in the in-person annual Spring & Fall Board meetings

OWIT Chapters promote broad access by their members to the OWIT International network:

- Provide an updated list of chapter members to secretary@owit.org for the OWIT International database, ideally twice per year. Members included in the database receive OWIT International quarterly newsletters and notices of OWIT International activities and events (e.g. webinars).
- Promote OWIT International programming – OWIT Webinars
- Encourage members to join the OWIT International LinkedIn, Facebook, and other social media accounts.

Reporting to OWIT International

- Complete the annual end-of-year Chapter Report to support OWIT International fundraising, sponsor outreach and chapter support activities

Meeting Financial Obligations to OWIT International

- The Chapter pays annual dues to OWIT International (determined by chapter size) and is invoiced in January, with payment due within ninety (90) days

Information for Chapter Web/LinkedIn/Facebook Pages

Organization of Women in International Trade (OWIT)

The Organization of Women in International Trade (OWIT) is a non-profit professional organization designed to promote women doing business in international trade by providing networking and educational opportunities. The OWIT network is comprised of Local Chapters situated across Central, North and South America, Western Europe, Africa, and Asia, as well as a Virtual Chapter for professionals involved in international trade without an OWIT local chapter where they reside or work. Membership in a local or the virtual chapter gives automatic access to the OWIT International network.

Values and Mission

OWIT's values and philosophy embrace its mission statement: ***United around the globe to foster international trade and the advancement of women in business.*** Its growing network continues to provide a collective forum to support education, to facilitate information exchange and to promote networking. In pursuing these goals, OWIT strives to provide a rewarding volunteer environment, to stay at the forefront of trade and technological developments, and to build partnerships and alliances with peer organizations and associations.

History

OWIT began in the mid-eighties as a few women in several locations across the United States formed local groups with similar goals to advance career and trade opportunities. Few women held upper management positions in international trade, and the groups saw a growing need for women in trade to be able to connect to one another. Most of the organization's founding chapters developed independently with minimal knowledge of each other. As awareness grew, a vision formed with the purpose of participating in international trade through an expanded network. OWIT was officially established in 1989 when the organization held what would become its inaugural board meeting in Los Angeles, CA. The following year, OWIT organized its first national conference in Washington, D.C. and published its first membership directory. The organization had 12 US-based chapters at that time.

Today, (April, 2013) OWIT International has 26 chapters and 2,000 members across the globe. It is recognized worldwide for building ongoing trade relationships within and between global communities. Each year, OWIT International recognizes a Woman of the Year as an accomplished business woman who helps others aspire to careers in international trade.

Chapters

OWIT Chapters offer educational programs and other activities to promote the employment of women in international trade. They also provide a forum for their members to develop business opportunities, identify mentors, and to foster career growth and professional development. Members of OWIT chapters are automatically members of OWIT International.

OWIT International members have access to several benefits, including:

- Access to all OWIT chapter events at the member rate.

- Access to the OWIT International LinkedIn Group and OWIT Facebook page.
- Member-discounted rates to OWIT webinars
- Free access to Members' Only webinars on professional development and special topics.
- Access to and participation in the OWIT Job Bank.
- Membership in the International Alliance for Women (TIAW) [link to www.tiaw.org] a 35,000-plus global network of professional women on six continents.
- Individual Member discounted rate for Constant Contact subscriptions.
- 25% discount on the registration fee to trade-related seminars and conferences sponsored by the American Conference Institute.

For information on your OWIT International benefits, including accessing the OWIT Job Bank, log in to www.owit.org [link to website] with your member password OR email secretary@owit.org.

Hosting an OWIT International Board Meeting

Chapters have the opportunity to host OWIT International's Fall Board meeting. OWIT International holds two in-person Board meetings each year, with the Spring Board meeting held in Washington, D.C. The Fall Board meeting is typically held over a week-end in October/November.

Hosting a Board meeting has many rewards. The presence of representatives from OWIT's chapters is an opportunity to raise the profile of the host chapter in the community. The chapter is able to hold one or two high-profile events during the week-end and to attract sponsors interested in showcasing the city/region or their company to a wider audience.

I believe that [hosting a Board meeting] was a great experience for the group and our planning committee did a tremendous job!

Following are factors to consider when determining your chapter's readiness to host a Board meeting.

- Commit a minimum of six (6) months to the planning process.
- Create a special planning committee to work under the supervision of the Board
- Participate in the OWIT monthly Board teleconferences leading up to the event.

The process begins with submitting a proposal to the Board to host the meeting. A proposal form, as well as a sample proposal follow (courtesy of OWIT Hampton Roads).

Proposal Form to Host OWIT Board Meeting

To: Executive Vice President, OWIT
Email: E-VP@owit.org

Cc: VP Conference
Email: conference@owit.org

Date: _____

From: _____
Name

Telephone

Fax

Email

Chapter Name/Location: _____

Date(s) of Proposed Meeting: _____

Airline Costs at time of meeting:

Please list the airfares posted by major airlines for travel arriving on the day before the meeting and leaving the day after the meeting for each of the listed cities to the proposed meeting location, and indicate whether average or lowest (or list both). These costs needn't be guaranteed, but can be obtained on the airline's website. If taken from website, please indicate date obtained and whether it's a special limited-timeframe fare.

<u>Departure City</u>	<u>Average Fare</u>	<u>Lowest Fare</u>	<u>Airline of Lowest Fare</u>
Toronto, Canada			
Copenhagen, Denmark			
Geneva, Switzerland			
Lima, Peru			
Nairobi, Kenya			
Monterrey, Mexico			
Washington, DC - USA			
Chicago, USA			
Los Angeles, USA			
Charleston, USA			
Dallas/Houston, USA			
Miami/Tampa, USA			
New York, USA			
San Francisco, USA			

Newport/Virginia, USA			
Cleveland, Ohio			

Proposed Hotel Locations:

<u>Hotel Name</u>	<u>Price Per Room</u>	<u>Distance from Airport</u>	<u>Fun/Interesting Features</u>

Proposed Meeting Location(s):

Please indicate whether the location will be in a particular hotel or elsewhere. (Please note that OWIT pays for the cost of the meeting location, as well as breakfast/lunch/snack on the meeting day. **All costs must be reviewed and pre-approved by the OWIT Treasurer prior to securing the location. OWIT General Counsel will review hotel contract and sign**)

Location Draws:

Please list any special features of the location that you think will encourage a high rate of attendance (centrally located, near a beach, interesting activities available, etc.)



OWIT Int'l Spring 2012 Board Meeting Host Proposal

Prospective Dates

April: 20th-21st (3d weekend); 27th – 28th (4th weekend)

** April begins the high season in the region; and therefore, hotel rates are slightly higher. Note that these weekend dates exclude Easter, Passover, and most Spring Breaks.

Background on the Region (Source: The Hampton Roads Economic Development Alliance)

Hampton Roads “The Heart of the Mid-Atlantic”

Hampton Roads isn't a city. You won't find it on any map. That's because our home is a diverse collection of ten cities and five counties, all tightly integrated and providing a wealth of benefits for businesses and organizations of all kinds. Strategically located in the middle of the eastern seaboard of the United States, Hampton Roads is home to the world's greatest natural deepwater harbor, with ports capable of accommodating the largest cargo ships on the planet. Our modern road and rail systems connect the interior of the United States—and nearly two-thirds of its population—with the goods and services they need. Our beautiful beaches, scenic waterways, numerous parks, historical sites, and town centers provide residential and recreational opportunities as varied as your personal style and budget.

Hampton Roads is where the English first settled America in 1607. Here you can walk the cobblestone streets of a colonial-era city, tour the homes and businesses and watch the craftsmen of the day in Williamsburg. You can see the historic sites of Jamestown, where our first settlers survived the harsh elements, and Yorktown, where the American Revolution effectively ended, ushering in a new dawn of democracy and civil liberty that has since encircled the world. Less than a century later, battles of the American Civil War took place on our soil, underscoring the importance of this area. In more modern times, Hampton Roads continued to leave its mark on the pages of history as fearsome naval ships like the *USS Wisconsin*, docked at the Hampton Roads Naval Museum, sailed from our shores and fought for freedom.

You don't have to be a historian to feel enriched by all Hampton Roads has to offer. Our Chrysler Museum of Art has one of the most significant collections in the southeastern United States and is respected worldwide. It is one of many venues, along with museums, zoos, botanical gardens, and aquariums that educate and awe our citizens and visitors alike. Our symphony, opera, performing artists and professional athletes entertain spectators in some of the most attractive venues available. And because our region is composed of 15 localities, each with their own attractions, events, and unique character, there is something for everyone in Hampton Roads.

Estimated Travel Costs

- A. Hotel – Rooms can be reserved at the Sheraton Norfolk Waterside. Premium Harborview rooms for **\$ 139 (April dates)**. Rates do not include breakfast. Breakfast can be included for an additional \$13 per day, and we may be able to obtain discount coupons for breakfast once we finalize the dates.
- B. Air Travel - Norfolk International Airport (ORF) is the main airport in the region. The major airlines (US Air, United, Delta, Continental) and Southwest fly into ORF. Sample round trip ticket costs:

Departure City	Ticket Prices (*Source – expedia.com as of 12/2/2011)
Alberta (Calgary)	\$663 - \$978
Bentonville	\$412 - \$532
Chicago	\$354 (Non-Stop); \$328 - \$360
Geneva	\$906 - \$945
Houston	\$614 (Non-Stop); \$446 - \$514
Los Angeles	\$356 - \$408
Miami	\$286 (Non-Stop); \$262 - \$377
New York	\$324 (Non-Stop); \$304-\$517
Peru (Lima)	\$930 - \$1257
Phoenix	\$304 - \$504
Seattle	\$428 - \$523
Toronto	\$633 - \$737
Washington, DC	\$230 (Non-Stop); \$335 - \$446

** The hotel does not have an airport shuttle. However, there is a local shuttle that provides shared rides – James River Transportation Airport Connection. We can also look into discounted rates for the airport shuttle once dates are finalized.

Meeting Venue

Both the Executive Committee and the full Board meeting will be held at the law offices of Williams Mullen, within walking distance from the Sheraton. Williams Mullen has full conference call-in and AV capability. There is no charge for use of the office or the AV set-up. (*We will likely be able to secure a sponsor for Saturday lunch during the full Board meeting)

Proposed Weekend Events

- Friday mid-morning & lunch : Waterway tour of the Norfolk International Terminals (Norfolk Port) on the "Carrie B" (sponsored by the Virginia Port Authority)
- Friday evening: Reception & Dinner Event sponsored by the Hampton Roads Chapter
- Saturday evening: Board dinner at the Virginia Beach Oceanfront
- Sunday (optional): Tour of Colonial Williamsburg and Jamestown

Meeting Sponsors (so far)

Virginia Port Authority
Williams Mullen