

**Exhibit C**  
**WiNUP Professional Development Committee**  
**Approved Definition and Responsibilities**

The purpose of the Professional Development Committee is to identify, prioritize, deliver, and recommend funding for programs and projects that can be offered by international WiNUP or chapters to promote the objectives of WiNUP. The committee will assemble a library of topics and resources to support professional development for the international organization. The process will involve extensive collaboration and communication across international and chapter committees and membership.

The committee should consist of a representative cross section of the membership from various size chapters, companies, and general membership. The committee should be no less than seven members (including two co-chairs).

The committee's focus will be two-fold: (1) Developing programs and projects focused on our Professional Development objective and (2) Reviewing and recommending funding to support Professional Development programs, Networking and Mentoring objective and our Recognition and Visibility for Members objective. Note: There will be two line items in the budget to support the funding requests, one for Professional Development activity and one for Networking and Mentoring activity. Note: The budget must be approved by the EC and IB before any funds can be allocated for these types of events. This is subject to the financial health of the organization.

1) Developing Programs and Projects focused on Professional Development:

The committee's responsibilities include:

- Collaborating with the International Vice President to establish a professional development theme. Consider the time required to accomplish the theme, such as annual or multi-year goals. Identify opportunities to implement the theme across WiNUP activities (such as International Conference, communications, media (i.e. newsletters, regional meetings, webinars))
- Creating tools and infrastructure to share resources across membership such as:
  - Membership database with professional information
  - List of speaker resources
  - Place to store documents to use for presentations
- Proposing a funding mechanism within the existing WiNUP financial asset portfolio
- Creating annual budget and grant funding criteria for inclusion in the International Guidelines
- Making resources or ideas for professional development topics and themes available
- Considering online and media options such as webinar or other delivery mechanisms
- Presenting a proposal to the International Board to include:
  - Project/program descriptions (new or existing w/changes)
  - Project/program timelines
  - Project/program budgets
  - Project/program duration (one-time, ongoing)
  - Project/program sustainability (financial and administrative)
  - Project/program evaluation timeframe (how often should the program be reviewed to confirm relevance, etc.)
  - Project/program responsibility (committee, IB, chapters, etc.)
- Creating materials for membership to communicate the WiNUP return on investment with coordination across WiNUP
- The chairs of the committee will be expected to provide progress reports during Executive Committee and International Board meetings throughout the year.

- Term on the committee will be on a staggered, rotating schedule and a two year minimum term commitment

Example of a project: The process to define a program including research, analysis, costing, and proposal.

Example of a program: The delivery of a professional development topic through appropriate mediums.

Note: All projects/programs should meet SMART (Specific, Measurable, Achievable, Results-focused, Time-bound) goal criteria.

2) Reviewing and recommending funding to support our Professional Development programs, Networking and Mentoring objective and our Recognition and Visibility for members objective.

The availability of funding is subject to the financial health of the organization, specifically the balance of the vanguard Wellesley Fund.

A chapter may not submit the same program for both the Professional Development grant and the chapter event funding.

## Guidelines/Criteria for Chapter Event Funding Request (any event not professional development)

- The program must meet one or more of the WiNUP objectives:
  - Network and mentoring among members
    - Networking: interacting with others to share ideas. Mentorship: establishing relationships with a goal of personal and professional development
    - Activities may include:
      - Hosting membership drives
      - Collaboration among chapters to foster growth and development
      - Mentoring workshops
      - Networking luncheons
      - Best practices workbook
      - A speaker/ expert at a meeting discussing mentoring or networking
  - Recognition and visibility for members and business partners
    - Recognition: celebration of milestones and achievements
    - Activities may include:
      - Chapter end-of-year awards program (recognition for chapter's POWER, OAK, and Honorary Life nominees)
      - Personal recognitions for members (promotion, retirement)
      - Recognition of business partners
      - Bosses' lunch
      - Milestone membership year awards
      - Chapter anniversaries
- The program/ event should potentially impact the WiNUP organization as a whole
- This program should include persons from outside of your chapter — either those from other chapters, potential members, business partners or those from the community
- Funds requested may be 50% of total program/ event budget, not to exceed \$500
- One request per chapter per year is allowed. Request shall be submitted by Chapter Chair.
- Funding request is due to International by Aug. 31 of the year prior to funding
- The Professional Development Committee is to review all funding requests and grade based on grading criteria
- The Professional Development Committee will bring forth award recommendations and the budget request for funding chapter requests at the Conference International Board Meeting for approval
- Funding awards will be announced at Conference
- If awarded funds are not used for stated program they are to be returned in their entirety to International
- Grant recipients agree to submit an article to the Member Publications Committee Chair following the program for inclusion in one of WiNUP's publications
- Follow up reporting must be submitted to the Professional Development Committee within one month of program/ event

### Notes:

*The committee will submit a \$3,000 budget request each year*

*2019 funding request deadline is Nov. 30, 2018 (for 2019 ONLY)*

*Score sheet will be made available to chapter by the Professional Development Committee if requested.*

*Only one funding source (chapter event funding OR professional development funding) per event may be applied for by the chapter in one calendar year.*



### **Chapter Application for Event Funding From WiNUP International**

Chapter name:

Chapter chair name:

Contact information (phone/email):

Number of members in the chapter:

Year of funding:

Amount of funding request:

Type of event (e.g. meeting, a luncheon, a tour, a celebration event):

Topic/subject and detailed description of event:

Who the event is open to/number of members and non-members event will reach:

How is this event going to impact WiNUP beyond your chapter?

Provide a breakdown of the event budget:

## Chapter Application for Event Funding From WiNUP International Scoring Template

### ❖ Type of event (*1 is lowest score and 5 is highest score*)

- 1 point- Meeting
- 2 points- Meeting with luncheon
- 3 points- Tour
- 4 points- Activity/ celebration with recognition
- 5 points- Activity outside of normal meeting location/ luncheon with recognition event, marketing plan included

### ❖ Support of WiNUP objectives: (*5 points each; 10 total points possible*)

- Network and mentoring
- Recognition and visibility for members and business partners

### ❖ Who is event open to? (*1 is lowest score and 5 is highest score*)

- 1 point- Chapter members
- 2 points- Chapter members and potential member
- 3 points- Members from multiples chapters
- 4 points- Members from multiple chapters, business partners, potential members
- 5 points- Members from multiple chapters, business partners, potential members, mentees, and the community

### ❖ How is this event going to impact WiNUP beyond your chapter? (*1 point each applicable; 5 total points possible*)

- advertising, marketing/ publicity
- potential for new members
- community outreach/ organizations
- Sister chapters
- Connection to business partners for sister chapters

### ❖ Breakdown of event budget and documentation of remainder of funds needed already obtained (*5 points*)

- 30 points can be earned
- 15 points minimum score needed qualify
- Should International's budgeted amount be exceeded, chapter funding will be approved based on score (highest to lowest)



### Chapter Report to International Board (Post Event)

*\*This report is due to the Professional Development Committee Chair one month after the event/ activity*

*\*An article is due to the Member Publications Committee Chair one month after the event/ activity*

Chapter name:

Chapter chair:

Contact Information (phone/email):

Number of members in the chapter:

Year of funding:

When and where was the event held?

Were the objectives met?

Who attended? How many members? How many non-members?

How were the funds used?

## Professional Development Program Grant and Funding Request

WiNUP supports the professional development of its members and has created a Professional Development Program Grant to assist in providing programs or services that meet this part of the organization's mission. The funds must be used to enhance or provide a professional development program, event or opportunity for your chapter and all WiNUP members. The funds can be used to rent a meeting space, provide speakers, training, or other resources. Programs or services funded using this resource must be open and available to all WiNUP members. The program or service must be held between Jan. 1 and July 31 so it does not conflict with the International Conference.

The Professional Development Committee (PDC) will select a chapter or chapters to receive this grant each year based on the applications submitted. The grant winner(s) will be announced at the international Conference during the business meeting.

Early planning will be required to apply for this grant. Applications and approval will be completed six-11 months before the program is being held.

PDC can recommend grant(s) to be awarded each year up to \$2,500. The EC and IB will approve these recommendations.

Grant recipients agree to submit an article to the Member Publications Committee Chair following the program for inclusion in one of our publications.

**DIRECTIONS:** Complete the application form and send the request to the Executive Director by Aug. 15. Applications will be sent to the PDC for their evaluation and selection.

The feedback form will be completed and sent to those chapters who were not selected.

Application/event timeline:

Aug. 15 – application deadline for next year event

Aug. 15 – Sept. 15 – PDC review of applications

Sept. 16 – PDC provide recommendations to EC

IB meeting prior to annual conference – PDC submits recommendations to IB for approval

Conference Business meeting – EC announces grant winner(s)

Jan. 1 – July 31 next year – event/program to be held

Chapter Application for Professional Development Funding From WiNUP International  
Scoring Template and **Feedback Form:**

- ❖ Type of event (*10 points*)
  - Meeting
  - Speaker(s)
  - Tour
  - Etc.
- ❖ Support of WiNUP objectives of Professional Development: (*15 points each*)
- ❖ Support of WiNUP objectives: (*10 points each*)
  - Network and mentoring
  - Recognition and visibility for members and business partners
- ❖ How is this event going to impact WiNUP beyond your chapter: (*1 points each applicable*)
  - advertising, marketing/ publicity
  - potential for new members
  - community outreach/ organizations
  - sister chapters
  - connection to business partners for sister chapters
- ❖ Timeliness of event on current WiNUP members' needs? (*15points* )
- ❖ How will the grant funds add value to the events success? (10 points)
- ❖ How will all interested WiNUP members benefit from this program or event (10 points)
- ❖ How will all interested WiNUP members have access to the program or event? (15 points)

100 points can be earned

70 points minimum score needed to be considered for funding

## International WiNUP Professional Development Program Grant Application

Grant requests will be accepted that support the following WiNUP professional development objectives to:

- Define processes and tools for sharing professional development topics, presentations, speakers, and other resources to chapters and members; and
- Use technology to easily and efficiently communicate and to make resources available to members.

Chapter name: \_\_\_\_\_

Prepared and submitted by: \_\_\_\_\_ Application date: \_\_\_\_\_

1. Please describe the professional development program that you are planning:

- a. Date
- b. Location
- c. Topic / Focus
- d. Objective(s)
- e. Please provide a bio for any speaker for this program
- f. Timeliness of the event to focus on current WiNUP members' professional development needs.
- g. How will WiNUP members outside your chapter benefit from this program or event? (WiNUP Professional Development Objective A)
- h. How will interested WiNUP members have access to the program or event? (e.g. video tape, Facebook Live, materials on WiNUP.org website, etc.)?

(WiNUP Professional Development Objective B)

2. Explain in detail how the event supports the WiNUP objectives:

- a. Opportunities for professional development of members
- b. Network and mentoring among members
- c. Recognition and visibility for members and business partners

3. Grant Funds Requested

- a. How much funding are you requesting?
- b. What will the funds used for?
- c. How will the grant funds add value to the event's success?

4. In addition to the winner being announced at the International Conference, how do you plan to advertise and promote this event to the WiNUP membership?

If promotional information for the event has been prepared, please include a copy.

NOTE: The selection committee will be members of the PDC. This committee will review all entries and score the responses based on the score sheet. The committee will make a recommendation to the EC and IB for final approval of grant funds. A minimum score of 70 will be required to be considered for a grant. In case of close scoring, the selection committee will consider whose program or event most closely meets the PDC objects listed.