

NOMINATION PROCESSES FOR WOVI AWARDS:

Outstanding WOVI Chapter Member of the Year **Outstanding Chapter Member Mentor of the Year** **WOVI Outstanding Chapter Leader of the Year**

1. Outstanding WOVI Chapter Member of the Year

Each year at either the Annual Meeting or other special event during the fourth quarter of the year, every WOVI Chapter has an opportunity to honor a truly outstanding member. Any active member of the Chapter may submit nominations for Chapter Member of the Year.

Each Chapter may put forward to WOVI, Inc. the nomination for any WOVI Chapter Member of the Year to be considered for recognition as the WOVI Member of the Year at the Annual Conference.

FORM TO USE: Use the Outstanding WOVI Chapter Member of the Year form to highlight and illustrate the attributes of your outstanding chapter member.

2. Outstanding Chapter Member Mentor of the Year

To recognize and honor members of WOVI who truly demonstrate mentoring and the mentoring program that is a primary premise of the WOVI organization. To encourage the finest in mentoring in all members of WOVI so that every member benefits from the mentoring process.

FORMS TO USE: The nomination and selection process for Outstanding Chapter Mentor of the Year requires two forms be submitted.

- 1. Outstanding WOVI Member nomination**
- 2. Outstanding Chapter Mentor of the Year**

3. WOVI Outstanding Chapter Leader of the Year

Purpose: To recognize and honor chapter leaders of WOVI whose leadership performance has met and exceeded expectation. To encourage growth in leadership, excellent service to the members and to the organization, and to exemplify leadership to WOVI members and the community at large.

FORMS TO USE: The nomination and selection process for Outstanding Chapter Leader of the Year requires all three forms be submitted.

- 1. Outstanding WOVI Member nomination**
- 2. Outstanding Chapter Mentor of the Year**
- 3. WOVI Outstanding Chapter Leader of the Year**

Send completed nomination form(s) to _____ by _____

Without YOUR nominations, it is possible some awards will not be presented.

Final selections will be made by a special panel appointed by WOVI Executive.

NOMINATION FORM

Outstanding WOVI Chapter Member of the Year Criteria for Recognition Program for Individual Members

Purpose: To recognize and encourage the contributions and efforts of WOVI women whose support of their Chapter and Chapter members surpasses ordinary participation. To spotlight outstanding accomplishments so that other members are made aware of the many opportunities to excel offered by WOVI.

Nominator:
Nominator email:
Nominator phone:
Nominee:
Chapter:
Member Since:

Successful nominations for WOVI Chapter Member of the Year are based on the following criteria, and **nominations should expand upon each of these nine elements with facts and explanation:**

1. Chapter meeting attendance
2. Dues paid on time
3. Brings guests to meetings
4. Sponsors new members
5. Supports Chapter efforts
6. Mentoring: Fulfills obligation as a mentor
7. Volunteers to help Chapter, at WOVI Conference and other WOVI or Chapter Events
8. Serves on Chapter or WOVI, Inc. Committee
9. Supports the WOVI Mission, Vision and Values

*NOTE – talk with your nominee and **complete this form first** as it is also required for both the CHAPTER MEMBER MENTOR and CHAPTER LEADER nomination.*

Nomination Form

Outstanding Chapter Member Mentor of the Year *(requires Outstanding WOVI Member Mentor of the Year form also)*

Recognition Purpose: *To recognize and honor members of WOVI who truly demonstrate mentoring and the mentoring program that is a primary premise of the WOVI organization. To encourage the finest in mentoring in all members of WOVI so that every member benefits from the mentoring process.*

The nomination and selection process for Outstanding Chapter Mentor of the Year requires two forms be submitted.

- 1. Outstanding WOVI Member nomination**
- 2. Outstanding Chapter Mentor of the Year**

Nominator
Nominator email
Nominator phone
Nominee
Chapter

Successful nominations will provide both the completed **Outstanding WOVI Member nomination –AND– the Outstanding Chapter Mentor nomination which highlights the important facts and other relevant information in these seven areas:**

1. Mentored another / other member(s) actively.
2. Demonstrates mentoring ability by obvious benefit to and growth of mentee(s)
3. Participates in Mentoring training and retreats
4. Known for extraordinary and meaningful “On the Spot Mentoring.”
5. Consistently exhibits the “Spirit of WOVI – willingness to participate, actively supports and encourages others in addition to assigned mentee(s).
6. Statement from or quoting mentee(s) as to the mentoring qualities and in support of nomination citing specific examples.
7. Other examples of formal or informal mentoring.

NOTE – talk with your nominee! The WOVI MENTOR OF THE YEAR nomination requires a completed nomination form for Outstanding WOVI Chapter Member of the Year, also.

Nomination Form

WOVI Outstanding Chapter Leader of the Year *(requires Outstanding WOVI Member and Mentor forms, also)*

Purpose: To recognize and honor chapter leaders of WOVI whose leadership performance has met and exceeded expectation. To encourage growth in leadership, excellent service to the members and to the organization. And to exemplify leadership to WOVI members and the community at large.

Chapter officer or member may nominate one or more leaders for the specific position, e.g., Outstanding Chapter Vice President Mentoring, to be honored at the Chapter level for their contributions to the Chapter. Nominations of selected honoree(s) should be forwarded to WOVI Inc. for consideration for WOVI Inc. Outstanding Leader of the Year.

Nominator:
Nominator email:
Nominator phone:
Nominee:
Chapter:
Office:

The successful nomination will include the completed forms for Outstanding WOVI Member and WOVI Mentor of the Year, AND address the following ten topics with a well-written explanation of why nominator believes this person deserves the honor is encouraged and will play an important role in the decision.

1. Attended Leadership Summit and additional training programs and retreats
2. Timely development of committee in their area of responsibility
3. Actively and routinely recognizes the accomplishments of others at Chapter meetings
4. Supports and leads portions of Chapter meetings
5. Actively recruits and develops other leaders – particularly her successor
6. Seeks opportunities and actively promotes WOVI to other organizations
7. Participates in WOVI events outside the Chapter, I.e., Conferences, New Chapter Launches, special events and MRL.
8. Attends or finds someone to attend in her place Chapter Board and WOVI Council Meetings
9. Mentors successor as needed to ensure growth of the individual and success for the Chapter.
10. Instills sense of pride in the Chapter for all members

NOTE – talk with your nominee! The OUTSTANDING CHAPTER LEADER nomination requires the completed nomination forms for Outstanding WOVI Chapter Member of the Year, -AND- Chapter Member Mentor of the Year.

CHAPTER AND MEMBER RECOGNITION PROGRAM

WOVI, Inc. Chapter Standards

MEETINGS

- MentoRing Exercise at Every Meeting
- Mentor/Mentee Connection
- Introduction of Guests, Recognition of Visiting Members, New Members, VIPS
- New Member Orientation
- WOVI Table/Member to Member Table
- Ice Breaker/Mixer Exercise
- Reading of Mission, Vision and Values Statements
- Speaker/Program/Meeting Evaluation
- Member Spotlight

Reports

- New Member Applications distributed to appropriate people in Chapter with original application sent to WOVI Inc. as soon as possible, but no later than thirty days of meeting. Includes funds due to WOVI, Inc. Membership is not activated until WOVI, Inc. receives both original application and appropriate funds. Then date on application becomes official date of joining.
- Meeting Recap Reports sent to WOVI, Inc. as soon as possible but no later than 30 days of meeting.

Mentoring

- New members assigned mentor/mentee as soon as possible but no later than three months of joining.
- Mentor Committee contacts members every three months for evaluation and/or reassignment.

Communications/Public Relations

- Web site information in required format submitted to designated person (to be forwarded to Webmaster) three (3) weeks prior to next meeting.
- Three months programs posted on website
- Newspaper announcements and articles
- E-mail announcement to members distributed at least three weeks prior to event and again one week prior to meeting
- Use of WOVI annual theme in communications, at meetings, etc.

Community Involvement and Outreach

- Donations and contributions to WOVI, Inc.
- Donations and contributions to organizations that serve the needs of women
- Activities and partnerships that further WOVI and its mission and goals

MEMBERSHIP GROWTH

	JAN – JUNE	RETENTION	JULY – DEC.
<input type="checkbox"/> Benchmarks: 7/1/ _____	9/30/ _____	1/1 _____	
<input type="checkbox"/> Growth: <input type="checkbox"/> Net +10	<input type="checkbox"/> Net +20	<input type="checkbox"/> Net +30	
<input type="checkbox"/> Retention: <input type="checkbox"/> 75%	<input type="checkbox"/> 90%		
<input type="checkbox"/> Dues Paid/Renewed as of: 2/28 _____		8/31 _____	

LEADERSHIP

- Officer Training
- Council Meetings / LeadersRing Attended (Number Attended) _____