

---

## ***NOMINATION PROCESSES FOR WOVI AWARDS:***

---

### **Outstanding WOVI Member of the Year**

### **Outstanding WOVI Member Mentor of the Year**

### **WOVI Outstanding Chapter Leader of the Year**

---

#### **1. Outstanding WOVI 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 WOVI 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 and 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, Inc.*

---

# NOMINATION FORM

## Outstanding WOVI 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.*

<b>Nominator:</b>
<b>Nominator email:</b>
<b>Nominator phone:</b>
<b>Nominee:</b>
<b>Chapter:</b>
<b>Member Since:</b>

Successful nominations for WOVI 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. Discuss the nominee's chapter meeting attendance.
2. Were her dues paid on time? Elaborate.
3. How many guests did she bring to meetings? (please list who & when)
4. How many new members did she sponsor? (who and when)
5. Explain the various ways your nominee supports your Chapter.
6. Discuss how she fulfills her primary WOVI obligation as a mentor.
7. In what ways does your nominee volunteer to help at WOVI Conference and other WOVI or Chapter Events?
8. Which WOVI, Inc. committees does your nominee serve on?
9. Explain how your nominee clearly 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 nominations.*

## Nomination Form

### **Outstanding WOVI 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**

<b>Nominator</b>
<b>Nominator email</b>
<b>Nominator phone</b>
<b>Nominee</b>
<b>Chapter</b>

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. Discuss how the nominee actively mentored.
2. Discuss any obvious benefit to and/or growth of mentee(s)
3. Which mentoring training and retreats did the nominee attend?
4. Are there any examples of extraordinary and meaningful “On the Spot Mentoring.”
5. Tell us in what ways the nominee exhibits the “Spirit of WOVI” – a willingness to participate, actively support and encourage others in addition to assigned mentee(s).
6. Please provide a direct statement from one or more mentee(s) as to the mentoring qualities of this nominee, citing specific examples.
7. Provide 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 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.

<b>Nominator:</b>
<b>Nominator email:</b>
<b>Nominator phone:</b>
<b>Nominee:</b>
<b>Chapter:</b>
<b>Office:</b>

**The successful nomination will include all three completed forms for 1) Outstanding WOVI Member, 2) WOVI Mentor of the Year, AND 3) this form addressing 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. Which Leadership Summit and additional training programs or retreats did this leader attend?
2. Discuss the development of the committee in their area of responsibility.
3. How does this leader recognize the accomplishments of others at Chapter meetings?
4. Explain the ways this leader supports and/or leads portions of Chapter meetings.
5. Discuss how this leader actively recruits and develops other leaders – particularly her successor.
6. In what ways does this leader seek opportunities and actively promote WOVI to other organizations.
7. In what ways does this leader participate in WOVI events outside the Chapter meetings (i.e., Conferences, New Chapter Launches, special events and MRL).
8. How does this leader handle her responsibilities at Chapter Board and WOVI Council Meetings?
9. Review how this leader mentors successors (her position and others) as needed to ensure growth of the individual and success for the Chapter.
10. Explain ways this leader instills sense of pride in her 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.*

## Women of Visionary Influence Chapter Standards

### MEETINGS

- Mentoring Exercise at Every Meeting
- WOVI Moments, Mentor/Mentee Connections, Bowl of Dreams, etc.
- Introduction of Guests, Recognition of Visiting Members, New Members, VIPs
- New Member Orientation (as needed)
- WOVI Member to Member Table
- Ice Breaker/Mixer Exercise
- Reading of Mission, Vision, and Values
- Speaker/Program
- Meeting Evaluation
- Member Spotlight
- Recognition of outstanding member, mentor and leader(s) at chapter level

### 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.
- Meeting Recap Reports sent to WOVI, Inc. as soon as possible but within 30 days of meeting.
- Board Meeting minutes, action items, and announcements sent in timely manner

### Mentoring

- New members assigned within 30 days of joining
- Mentor Committee contact mentors every 3 months for evaluation and/or reassignment.

### Communications/Public Relations

- Web site information in required format & submitted within 3 weeks of next meeting.
- Three months programs posted in advance on website
- E-mail announcement to members distributed a minimum of two times, the first at least three weeks prior to event and once again prior to meeting
- Use of WOVI annual theme in communications, at meetings, etc.
- Announcements & articles submitted via print and social media

### Finances, Fund-Raising, & Sponsor

- Solicited and received donations to WOVI, Inc. and/or chapter; \$\_\_\_\_\_
- Fund-raising events and partnerships that further the WOVI mission \$\_\_\_\_\_
- Receipts deposited within one week
- Account payables timely submitted

### MEMBERSHIP GROWTH

	Jan June	Retention	July – Dec.
Benchmarks:	6/30 _____	12/31 _____	
Growth(new):	◆ Net +5 _____	◆ Net +10 _____	◆ Net +15 or more _____
Retention:	◆ 75% _____	◆ 90% _____	
Dues Paid/Renewed as of:	2/15 _____		8/15 _____

### LEADERSHIP

- Leadership Summit #attended \_\_\_\_ Names of participants (on back)
- LeadersRings Attended #attended \_\_\_\_
- Council meetings attended (as invited) #attended \_\_\_\_
- Conference attended (# of chapter members) \_\_\_\_\_