



MEMBER HANDBOOK

International Women's Forum Canada

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WELCOME TO IWF CANADA

The International Women’s Forum of Canada (IWF Canada) is an affiliate of the IWF global organization. You are now part of a distinguished global community: more than 7,000 women leaders in fields spanning government, entrepreneurship, business, science, philanthropy, sports, professional services, academia and the arts. For nearly 50 years, IWF has provided the meeting place where women of diverse achievement can enjoy meaningful friendships, alliances and personal enrichment. Membership is your passport to life-expanding experiences and conversations—at home, across the country and around the world. As a Canadian member, you are welcome at events in any of our Chapters across Canada or internationally and to connect with any IWF member globally.

This Handbook is your guide to getting the most out of your IWF and IWF Canada membership. We’re honoured to have you with us—and keen to hear your feedback. Please take the time to go through the Handbook and contact us with any questions you might have.

OUR HISTORY

INTERNATIONAL WOMEN’S FORUM

In 1974, renowned writer, civic leader and philanthropist, **Elinor “Elly” Guggenheimer**, founded the Women’s Forum of New York. The stated goal: “Bring together women of diverse accomplishments and provide them with a forum for the exchange of ideas and experiences. By thus becoming aware of their counterparts in all fields, and of mutual interests and attitudes, they can, when desired, speak in concert on issues confronting the total community.”

Due to the strength and growth of the founding New York Forum, women leaders across the United States voiced the need for a national network that would allow women of significant achievement, across all sectors, beliefs and backgrounds to unite under a common purpose of advancing women’s leadership.

The National Women’s Forum, created in 1979, with Forums in Atlanta, Chicago, Colorado, Los Angeles, New York, San Francisco, and Washington, DC was the realization of a growing footprint of exceptional American women. They were united in building better leadership through the exchange of ideas, peer-to-peer support, friendship and power. As U.S. Forums organized and grew across other parts of the country, many of them, in turn, helped to develop Forums in other states.

In 1982, the Forum expanded globally with the addition of the UK. Canada followed in 1995. We are proud the Canadian Forum was a pioneer in helping to establish our global community. In ensuing years, the Bahamas, Israel, Spain and Sweden also joined. The name was officially changed to the International Women’s Forum (IWF) in 1987 and the global IWF headquarters resides in Washington, DC.

IWF CANADA

Patricia Gabel, who was already a member of the Vermont Forum, founded IWF Canada (IWFC) in Montréal in 1995 with other founding members including **Micheline Bouchard, Diane Bussandri, Mary Larson, Lucie Pépin, Dorothy Reitman, Michèle Thibodeau-Deguire** and **Mackie Vadacchino**. The determined founders of IWFC invited other accomplished Montréal women leaders from across various sectors and communities to

join them in advancing Canadian women's leadership and to participate in an international community of women leaders.

In April 1995 at the Mexico City Global IWF Cornerstone Conference, IWFC was officially admitted as a Forum. In Canada, IWFC was formally incorporated and issued letters of patent on October 26, 1995 with Patricia Gabel as our Founding President.

As IWFC expanded from its Montréal base, other local Chapters were established across Canada:

Toronto (1999), Calgary (2000), Ottawa (2000), Atlantic (2001), Waterloo (2007) and Edmonton (2009). Vancouver joined in 1998 and became an independent forum (IWF Vancouver) in 2007. Today, IWFC has a membership of more than 700 women leaders from across Canada. These leaders represent the highest levels of the public service, the arts, social justice, business, technology, professional services, entrepreneurship and academia.

Since inception, IWFC has continually endeavored to adapt its governance structure to meet the evolving needs of a growing national organization. In 2016, IWFC moved from being a primarily volunteer-only run organization to an organization with an Executive Director and support staff, overseen by an advisory Executive Committee. The National Office and local Chapter Administrators provide many of the communications and support services for members and local and National Executive Committees, local Chapters and their Committees.

WHAT MAKES US SPECIAL

At IWF, we are committed to advancing women's leadership globally and locally. We champion equality worldwide.

IWF's membership includes more than 7,000 diverse and accomplished women from 33 nations on six continents. We answer high-achieving women leaders' need for a community of diverse thinkers. We are shaping a future in which leadership has no gender and the next generation is inspired and equipped to transform the world. And we won't stop until we get there.

We inspire, elevate and enable female leaders

The heart of IWF is vibrantly represented at global meetings held twice annually, once in the US and once in a world capital abroad. In addition, IWF Canada holds its national conference, "Canada Connects", in a hosting Canadian Chapter city annually.

There is no other organization in the world that continually convenes such an extraordinary network of accomplished women leaders, provides exposure and access to such a broad and diverse audience of female decision-makers, while delivering programming that explores the most relevant topics impacting society: economics, ecology, policy and enterprise. This is a unique community distinguished by friendships, influence, power and purpose.

IWF FELLOWS PROGRAM

In 1994, IWF created its Leadership Foundation, supporting the training and growth of emerging women leaders. On January 1, 2021, the International Women's Forum (IWF) officially merged with its long-time supporting organization, the Leadership Foundation, which accelerates the careers of the

next generation of women in leadership.

Today, the Fellows Program is recognized as the premier executive development program for women leaders around the world. It was established with seed funding from the U.S. Department of Labor as a direct result of its Glass Ceiling Commission.

The program convenes approximately 35 Fellows from around the world for a total of 20 days, throughout the year, and is executed in partnership with Harvard Business School and INSEAD Business School. The Fellows Program offers creative, multidisciplinary training aimed at developing leadership and strategic management capabilities.

In addition to their leadership training, Fellows are matched with an IWF member who serves as her mentor and coach during the program year, a chance for the participants to garner personal insights and advice from women at the top of their fields. Upon completion of the program, each Fellow develops her own “Legacy Project,” in which she dedicates time to an initiative that passes on the knowledge and skills she gained. An organization’s participation is not only a strong show of support for women’s leadership, but a powerful investment in its workforce.

Though IWF members may nominate prospective Fellows and participate in mentorship programs, members are not eligible. IWF relatives such as daughters are eligible to apply for the program but must declare their connection.

Every other year, IWF Canada provides a full scholarship to the Fellows Program for a deserving emerging leader in the not-for-profit or entrepreneurial space. Over 32 Canadian women have participated in this transformative leadership program. To find out more about the IWFC Fellows Program Scholarship and nomination process, please contact the IWFC National Office. Interested individuals should have demonstrated both leadership ability, interest and the capacity for moving to the next level while enjoying the support of the organization where they work.

FELLOWS PROGRAM SELECTION COMMITTEE

An IWF Canada Fellows Program Selection Committee comprised of members from all local chapters works on selecting candidates and submitting applications for consideration to the IWF Fellows Selection Committee.

If you are interested in being part of the Fellows Program Selection Committee, please contact the National Office. The Committee is convened every other year and holds up to four meetings to evaluate, assess and recommend a suitable candidate to the IWF Fellows program. If the candidate is selected, IWF Canada pays the cost of her tuition.

GETTING INVOLVED IWF GLOBAL

President’s Council

Participation on the President’s Council is open to the current President or Chair of affiliate Forums and Chapters globally. If a President is unable to attend a meeting, they may appoint another officer member from Forum to represent them. There are two meetings a year, which are held on the Wednesday of the International and Cornerstone Conferences events. The meetings are held within the

conference hotel. As Canada is structured as a federation, i.e. with chapters and a forum, all our chapter chairs and Forum President are invited to participate in President Council meetings.

IWF Global Board

Every year there is a general call for nominations to appoint new directors to the IWF Global Board. Any member in good standing can apply. There is an independent nominating committee which is chosen by the Board President. This nominating committee's mandate is to evaluate board composition based on several criteria: regional diversity, diversity of profession, career stage, etc. This is a giving board. There is a \$10,000 ask over the tenure period, either raised or donated.

Harvard Executive Fellowship program for members

Each year, members may apply for one annual Executive Fellowship at the Harvard Business School. The call for applicants is sent out annually to all members around the world from IWF Washington headquarters.

Mentorship Opportunities

IWF members around the world are asked to sign up to be a mentor to one of our annual Fellows. IWF Washington headquarters keep an active database of potential mentors and each year 30 to 40 are matched with our chosen Fellows from that year's leadership program. Details can be found on the International website, iwforum.org.

International Working Committees

The IWF Board can appoint members to various working committees such as strategic planning, budget and communications. Some of those appointed members can come from outside of the Board's sitting directors; thus the importance of getting to know International Executive Committee members and to participate in the annual conferences.

Global Liaisons

IWF Headquarters has initiated global liaison positions to help serve as information conduits and to exchange information with forums around the world on specific topics/programs. These liaisons will have an important responsibility of being a conduit into a forum and a source of information & feedback for Washington from the forum. The forum presidents are responsible for naming such liaisons for their forum.

UN status/conferences

We currently have an observer status at the UN, on issues relating to women's advancement. Members are invited to represent IWF, at certain conferences annually. An invitation to sign up/apply to represent IWF is sent from Headquarters.

GETTING INVOLVED – IWF CANADA

We know how busy you are, but if you'd like to contribute your time and talent, ask your Chapter Chair or our Executive Director about volunteering with your local Chapter and National Committees. There's no better way to get connected with us. The various Committees you may volunteer for include:

LOCAL CHAPTER COMMITTEES

Various roles are available, please ask your local Chapter Chair or Chapter Admin about how to join and contribute.

NATIONAL BOARD AND COMMITTEES

Please contact the National Board for information on how to participate on these Committees. Committee experience is considered an asset if you are planning to serve on the National Board.

Committee terms of reference are listed in the IWF Canada Board Manual, available on the IWF

Canada website: www.iwfcanda.com/cpages/library

IWF CANADA - SIGNATURE EVENTS

An IWF signature event is the *Dine Arounds*, which are hosted at local members' homes. Based on a unique blueprint, *Dine Arounds* allow for an intimate dining experience where members can get to know each other thoughtfully in a private, confidential space. IWF chapters also host *Wine Arounds*, where members informally get together for conversations and cocktails.

Behind the Scenes allows IWF members to have unique experiences not readily available to the general public or in advance of the public. The nature of the IWF membership enables these special group opportunities.

In Canada, a national conference, *Canada Connects* is hosted annually in June. The conference is organized by a local chapter and provides behind-the-scenes, unique experiences for IWF Canada members. The conference starts with the Annual General Meeting of the members and is followed by a carefully curated program put together by hard working volunteers from the hosting Chapter. Like all IWF events, members only have to register – everything else is taken care of so they can fully partake in and enjoy the experience.

Events of note at the international level are the *Cornerstone Conference* and the *Leadership Conference* held each year. Both conferences feature programming that is thoughtful, contemporary and delivered by world leaders and recognized experts. The *Leadership Conference* is held in a North American city and also provides thought provoking content intended to spark discussion and ideas among IWF members in attendance. Canada has hosted the *Leadership Conference* three times in the past 20 years, most recently in November 2019.

IWF AWARDS

WOMEN WHO MAKE A DIFFERENCE

Since 1987, the Women Who Make a Difference Awards have celebrated the tremendous accomplishments and contributions that IWF members have made to their communities and the world. The annual awards are presented alongside the International Hall of Fame Award at the World

Leadership Conference. The awardees' contributions form an exemplary role model for women's progress and highlight the impact of the IWF network around the world.

For a list of *Women Who Make a Difference Awardees* please see members.iwforum.org/resources

INTERNATIONAL HALL OF FAME

Since 1985, the International Hall of Fame Awards Gala has been the most important annual event for the organization, honoring the women leaders tackling urgent issues facing the world. The awardees are transformative figures whose contributions to society are outsized on a global scale.

For a list of *Hall of Fame Awardees* please see www.iwforum.org/international_hall_of_fame

IWF CANADA - LUMINARY AWARD

The IWF Canada *Luminary Award* recognizes IWF Canada members who best exemplify or have exemplified the spirit and soul of IWF Canada through their active contributions to IWF, IWF Canada and their local Chapters. Award-winning members will have illuminated IWF Canada's vision, mission and values through their overall contributions towards advancing the role of women locally, nationally and globally.

For the Award criteria, selection, forms and past Awardees please see <https://www.iwfcanada.com/cpages/luminary-awards>.

CALENDAR OF ACTIVITIES

All Chapter list their activities (virtual and in person) under the *Chapters* tab on the IWF Canada website. Other important dates to remember are:

- October 31st: IWF Canada membership renewals period begins
- December 31: Final day to pay your annual IWF Canada membership dues
- February: Registration opens for IWF Cornerstone Conference
- Mid-May:
 - IWF *Cornerstone Conference*, held in various international cities
 - IWF *Canada Cocktail Reception*, held in the *Cornerstone Conference* city before the official opening reception. The *Canada Cocktail* reception is open to all IWF Canada and IWF Vancouver members attending the Conference.
- Mid-June: National IWF *Canada Connects* Conference, hosted by one of our Canadian Chapters
- July: Registration opens for IWF *Leadership Conference*
- End of October:
 - IWF *Leadership Conference*, usually held in a North American city
 - IWF *Canada Cocktail Reception*, held in the *Leadership Conference* city before the official opening reception. The *Canada Cocktail Reception* is open to all IWF Canada and IWF Vancouver members attending the Conference.

STAYING IN THE LOOP

IWF Canada has introduced a number of tools to ensure that members stay in touch and are well informed of national events and priorities. Please note that all IWF Canada members also receive IWF Global communications as well as communications from their own Chapter.

IWF CANADA WEBSITE

Visit our website, www.iwfcanada.com, to see what's happening, who's making news and who's part of our exceptional community—you'll find them all in the Member Directory. While you're there, please update your member profile with a photo, bio, LinkedIn and Facebook links so that others can get to know you too.

The website also features a cross Canada event calendar so you can choose to attend local Chapter events when you're travelling. Past issues of the IWFC e-bulletin are also filed there as well as the Forum's governance materials and more information on such special programs as the Luminary Awards as well as individual Canadian Chapter profiles.

Your login and temporary password to access the Member's only section of the IWF Canada website were sent to you in your initial welcome email. Your login and password are required to access the website to register for events and to pay your membership dues. If you have any issues logging into the website, please contact the National Office via email at iwfcanada@iwfcanada.com.

IWF CANADA E-BULLETINS

IWF Canada also produces a national e-bulletin that comes out approximately every two months. Each issue features member news and accomplishments, Chapter highlights and national program updates. If you do not appear to be receiving the e-bulletin, please check your spam or contact the National Office via email at iwfcanada@iwfcanada.com.

IWF CANADA FACEBOOK GROUP

IWFC has a private Facebook group which members can join to receive Forum news, relevant postings regarding women and leadership and engage with other members informally from across the country. Simply log on to Facebook, find the IWFC Facebook Group and request membership.

IWF INTERNATIONAL WEBSITE

The IWF International website (www.iwforum.org) is managed in Washington at IWF International Headquarters. It is a separate website from the IWF Canada website. Within a month of joining IWF Canada, you should have received an email from IWF International with your login and password information.

The IWF International website is where you may register for upcoming international and North American conferences. The International website also contains listings for all IWF members in all IWF Forums around the world. If you have any issues logging into the IWF International website, please contact IWF International Headquarters at iwf@iwforum.org.

ADDITIONAL IWF INTERNATIONAL COMMUNICATIONS

IWF International also regularly sends member news alerts as well as information regarding upcoming conferences. Publicly, IWF also has a Twitter handle [@iwfglobal](https://twitter.com/iwfglobal) and an Instagram page [iwfglobal](https://www.instagram.com/iwfglobal) where regular postings are made about member's accomplishments, conference activities and positions on public issues such as women's leadership. We encourage you to follow them.

IWF GLOBAL LINKEDIN GROUP & TWITTER

IWF Global has a private LinkedIn group for all members, <https://www.linkedin.com/company/intl-womens-forum/>. We invite you to send a request to join either group and participate in discussions and share your news on LinkedIn. In addition, check out the IWF Global Twitter <http://twitter.com/IWFglobal>

MEMBERSHIP STANDARDS

Two fundamental elements underlie all IWF and, consequently, IWFC membership criteria: level of accomplishment and diversity. The strength and character of IWF and IWFC depends on maintaining membership standards. Our ability to exert influence and to empower other women flows from this strength.

Unlike most other membership associations, IWFC does not actively market and recruit members publicly. It is an “invitation to membership” organization. There is no open application process for women who may be interested in joining. Instead, prospective members are nominated by current IWFC members or proposed for nomination by the local Chapter-level Membership Committee.

IWF Canada follows the guidelines listed in the IWF Canada Chapter Membership Process and Procedures Manual to select and invite members to join. Please consult the Chapter Membership Process and Procedures Manual on your chapter’s section in iwfcanada.com for more information about membership criteria, policies and processes.

NON-SOLICITATION POLICY

A key policy for all members to be aware of is the non-solicitation policy. The defining privilege of membership in IWFC is access to a private international roster of pre-eminent decision-making women. We are a guilt-free community where women come together across careers, cultures and continents with no pressure to buy, donate, support or advocate.

As such, the IWF and the IWFC membership lists are confidential and distribution to outside parties is prohibited. **Members should not use the roster to contact large groups of fellow national or international members for any promotional purposes including raising money for a cause, building the profile of a product or service, promotion of business ventures, political issues, charities and other non IWFC activities.** Any member contacted in a marketing or fundraising context should have clearly agreed to be contacted.

However, we do encourage our members to connect, collaborate and refer business and opportunities to each other in a professional networking manner.

All members are open to be contacted by other IWF members, to build relationships and where appropriate conduct business with each other. What is not allowed is spam, non-solicited offers and sharing our membership lists outside the organization.

ANNUAL MEMBERSHIP DUES

Membership dues are determined by the IWF Canada National Board and will include applicable taxes. Dues collected are used to pay IWF affiliation fees (charged per member)

and National Office operational costs. Chapters are also allocated a per member rebate from the dues collected towards their costs

- Membership renewals for full year payments are held annually from October 31 to December 31.
- New members who are invited to join from January 1 to June 30 are charged \$550 for the full year.
- New members who are invited to join from July 1 to September 30 are charged \$275 for a half year.
- In both instances, new members are given 30 days within which to pay their dues. We encourage online payment, with a cheque option only in exception cases.
- A portion of the membership fees are forwarded from IWF Canada to the global organization.
- Members will receive onboarding instructions from their local chapters.

Non-payment constitutes resignation from IWFC and removal from both the IWFC and IWF member rosters. Members who do not pay their dues on time may be reinstated without a nominations process provided the lapse is determined to be reasonable by the National Membership Chair. A one-year hiatus is a possibility in unusual circumstances which must be supported by the Chapter Chair, and a fee will apply.

RESIGNATION

If a member wishes to resign her IWFC membership, she should inform her Chapter Chair. Resignations are effective upon receipt by the Chapter Chair and the Chapter Admin of written notification via a letter or an email.

The Chapter Admin is to forward the notice of resignation and inform the National Office about the resignation.

IWFC membership dues are not refundable. Members who wish to resign should inform their Chapter Chair before December 31 to not be invoiced or charged for the upcoming membership dues. Although a member resigns her membership, her records will be kept on file at the National Office.