



MEMBER

HANDBOOK

International Women's Forum Canada
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WELCOME TO IWF CANADA

The International Women's Forum (IWF) is a global organisation of pre-eminent women of diverse and significant achievement who come together across national and international boundaries, to share knowledge, exchange ideas and inspire each other to promote better leadership for a changing world. IWF advances women's leadership worldwide by connecting accomplished women into a welcoming and supportive peer-to-peer network of trust both locally and globally.

The International Women's Forum of Canada (IWF Canada) is an affiliate of IWF Global, which is an invitation-only membership organisation of more than 8,000 women leaders from 35 nations on six continents. IWF Canada has over 850 distinguished members in fields spanning corporate business, entrepreneurship, government, science, philanthropy, sports, academia and the arts.

Your IWF Membership is a 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. For more than 50 years, IWF has provided a meeting place where women leaders of varied background can enjoy meaningful friendships, alliances and personal enrichment.

This Handbook is your guide to getting the most out of your IWF Global 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.

ABOUT IWF

The International Women's Forum (IWF) was founded in New York City in 1974, by renowned writer, civic leader and philanthropist, **Elinor “Elly” Guggenheimer**. IWF was launched when the first generation of women leaders was breaking the glass ceiling in professional sectors from finance to fine arts. Forum founders lacked access to “the old boys’ network,” so the new women's network was born—to provide professional and personal support, to aid each member's success and to inspire the women who follow.

Recent events show that women supporting women is as important today than when IWF was founded half a century ago. We are the only organization of this scale that builds significant relationships between C-level women across countries and careers.

OUR HISTORY

INTERNATIONAL WOMEN'S FORUM

The International Women's Forum (IWF) was born out of one woman's courage to defy the status quo and go where she was told that she couldn't. That woman was Elinor “Elly” Guggenheimer, who was chair of the New York City Planning Commission in the late 1960's early 1970's. As the story goes, Elly had to attend a meeting in a private club and when she arrived at the venue, was told that the only women allowed into the building were hospitality employees. Determined to defy those who would

choose to exclude her and all other women from attending the meeting, Elly promptly donned a maid's uniform, walked into the conference and participated.

But the bigger picture in that story was Elinor Guggenheimer's determination to challenge and change the status quo and advocate for women to occupy their rightful places in business, industry and elsewhere. So in 1974, Elly, at the age of 62 years, along with three other highly accomplished and respected women, Muriel Siebert, who was the first woman to win a seat on the New York Stock Exchange; Eleanor Holmes Norton, who has been a Delegate to the US House of Representatives for the District of Columbia since 1991 and Muriel Fox, accomplished public relations pioneer and executive, and the founder of the National Organization for Women (NOW), formed the International Women's Forum (IWF) with the objective bringing together women of diverse accomplishments and providing them with a forum for the exchange of ideas and experiences.

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, formed 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 women. They were united in building better leadership through the exchange of ideas, peer-to-peer support, friendship and power.

Then the Forum expanded globally with the addition of the UK in 1989 followed by Canada in 1995. We are proud that the Canadian Forum was a pioneer in helping to establish our global community. In ensuing years, the Bahamas, Israel, Spain, Sweden and many other countries also joined. The name was officially changed to the International Women's Forum (IWF) in the late eighties and the global IWF headquarters currently resides in Washington, DC.

IWF IN CANADA

IWF Canada (IWFC) is one of the largest and longest established forums of the global IWF organisation.

In 1995, Patricia Gabel, a member of IWF Vermont who had relocated to Montréal for her work, founded our Canadian Forum. Patricia incorporated IWF Canada (IWFC) with the support of Mary Larson and Claudette Picard. They were the first three directors of the corporation. 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 IWF's international community of women leaders.

They also enlisted Micheline Bouchard, a renowned CEO and engineer, to become IWFC's first Canadian president. As IWFC expanded from its Montréal base, new Chapters were established across Canada: Toronto (1999), Calgary (2000), Ottawa (2000), Atlantic (2001), Waterloo (2007), Edmonton (2009) and Winnipeg (2022). All of the above Chapters are part of the IWF Canada federation which operates under a central governance model and one set of by-laws.

The IWF footprint in Canada also includes Vancouver and Victoria which are part of IWF British Columbia, a separate forum established in 2007. As such, from coast to coast, IWF connects now

more than a thousand Canadian members representing the highest levels of leadership across multiple sectors and geographies.

WHAT MAKES US SPECIAL

IWF UNITES A GLOBAL COMMUNITY OF 8,000+ WOMEN LEADERS TO ADVANCE WOMEN'S LEADERSHIP TODAY AND TOMORROW.

WE SUPPORT. WE INSPIRE. WE CHALLENGE. WE CHAMPION. WE LEAD.

We are a non-profit, non-partisan, 'by invitation-only' membership organisation. IWF members span careers, cultures and continents, however they are wholly aligned in their commitment to advancing women's leadership.

Outstanding women leaders are nominated to be IWF members because of recognized achievement, impact and influence in their fields. Our members are Nobel laureates, Olympic athletes, CEOs, heads of state, academics, artists, astronauts, lawyers, financiers, scientists, entrepreneurs and more. Our members build, create and transform our businesses, our society and our world. The formidable diversity of our membership allows you to access a network of women leaders you could not meet any other way.

In addition to the activities and events organized by your local Chapter, the heart of IWF is vibrantly represented at global meetings held twice annually, once in North America and once in a world capital abroad. In addition, IWF Canada holds several virtual events during the year and hosts our national conference "Canada Connects", in a different 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 governance, society, policy and business. This is a unique community distinguished by friendships, influence, power and purpose.

IWF GLOBAL AT A GLANCE

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.

IWF's signature Leadership Development initiative: The Fellows Program

In 1994, IWF created its Leadership Fellows Program, supporting the training and growth of emerging women leaders, our future members. This flagship program provides a unique development experience custom-built for women leaders 4 to 8 years away from the C-suite, or their industry equivalent.

The program convenes 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.

In addition to the formal training sessions, 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. Though IWF members may nominate prospective Fellows and participate in their mentorship (see next section), IWF members are not eligible to apply for the program.

Over 75 Canadian women have participated in this transformative leadership program. To find out more about the IWF Fellows Program and nomination process, please contact the IWFC National Office or visit our international site at <https://iwforum.org/initiatives/development/fellows/>.

Fellows Mentorship Opportunities

IWF members around the world can sign up to become a mentor to one of our annual Fellows. IWF Global 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. For more information, please contact Lynne Manrique, Vice President of Leadership and Educational Programs, at iwf@iwforum.org.

International Working Committees

The president of 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. The main liaison position focus around the Fellows program. The current Canadian liaison is Fernanda Pedroso.

IWF SIGNATURE EVENTS

Dine Arounds are hosted at local members' homes, restaurants or other intimate locations. Based on a unique blueprint, *Dine Arounds* allow for an exclusive dining experience where a small group of 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.

At the international level we have two major conferences per year: the *World Leadership Conference* in the spring and *Cornerstone Conference* in the fall, feature some of the most authoritative and trendsetting voices on issues essential to global leaders in a changing world. Our conference content is supplemented throughout the year by IWF Online Exclusives, featuring IWF members' insights and innovations. Canada has hosted the *World Leadership Conference* three times in the past 20 years, most recently in November, 2019.

All activities are listed on our members portal. Canadian events are listed at <https://iwfcanada.glueup.com/org/iwfcanada/> and the international activities at <https://www.connect-iwforum.org/program-passport/>.

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.

All Award candidates must meet the following criteria:

- **IWF Membership:** The candidate is an active, current member of the International Women's Forum. She embodies the values of IWF's founders and demonstrates innovative, tenacious leadership in the face of challenges and adversity.
- **Professional Leadership:** The candidate has exhibited transformational professional leadership over the arc of her career. She is recognized as an authority in her profession nationally or globally.
- **Personal Leadership:** The impact of her personal leadership is noteworthy and recognizable. She is grounded in her community and her engagement connects local to global and global to local.

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.

APPROACH

The approach to the Canadian Award follows the IWF International Hall of Fame "constellation of honorees" approach, with two or three honorees selected each year and honoured at an annual

National-level ceremony. IWF Canada will endeavor to seek diversity in its annual award nominees in terms of range of industry, community contributions, as well as geographic representation.

CRITERIA

1. An IWF Canada member in good standing (unless deceased) who has made a significant impact in advancing the role of women locally, nationally and globally both inside her field of endeavor and beyond.
2. A candidate should have made a lasting contribution to the IWF community. The long-term benefit should be given priority avoiding undue weight to what may be current or of immediate media attention.
3. A candidate should be held in high esteem by her peers in her field of endeavor and be recognized as an influential community leader locally, nationally and internationally.
4. A candidate should have contributed to enhancing the broad interests of society and the international community and demonstrate how they further or have furthered IWF Canada's mission while actively demonstrating IWF Canada's values.

SELECTION AND NOMINATIONS PROCESS

The National President will select a committee of up to five IWF Canada members in good standing and with consideration towards geographical representation and diversity of backgrounds.

A call for award nominations will be communicated to our members with a 6-week timeframe to submit nominations to the National Office via an application form. Nominations may be put forward by other members. Members may also self-nominate. It is allowed to resubmit a nominee candidature made in prior years with an updated nomination package.

The National Award Selection Committee will convene and review all applications and determine the winners within 30 days of the national Canadian membership conference.

CALENDAR OF ACTIVITIES

All Chapters list their activities on the [event calendar](#) located on the IWF Canada website. Other important dates to remember are:

- October/November: IWF Canada membership renewals period begins
- December 31: Final day to pay your annual IWF Canada membership dues
- Winter: Registration opens for IWF Cornerstone Conference
- Late Spring:
 - IWF *Cornerstone Conference*, held in various international cities
 - IWF *Canada Cocktail*, 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.
- June: National AGM and IWF *Canada Connects* Conference, hosted by one of our Canadian Chapters
- Summer: Registration opens for IWF *Leadership Conference*
- Fall:

- IWF *Leadership Conference*, usually held in a North American city
- IWF *Canada Cocktail*, 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) and our Canadian Member Portal powered by Glue Up (www.iwfcanada.glueup.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 and bio so that others can get to know you too.

The Member Portal 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 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 to connect to the [IWF Connect International Member Portal](#).

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 and an Instagram page 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.

MEMBERSHIP STANDARDS AND HOW TO PROPOSE A NEW MEMBER

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.

The nomination process has been consolidated to a [single Online National form](#). Following submission, the form will route to the responsible Chapter Membership Committee. Please also advise by email your local Chair or Membership Chair of your intended submission so that they can guide you and ensure it is properly received.

If the proposed member is selected to join IWF, the local Chapter Committee will reach out to you to start the onboarding process. As a reminder, membership is not guaranteed, and you should not inform or make any promises to prospective members prior to admission.

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.

ANNUAL MEMBERSHIP DUES

Membership dues are determined by the IWF Canada National Board annually and are taxable in your province of residence. Dues collected are used to pay IWF affiliation fees (charged per member), National and Chapter-level operational costs

- Membership renewals for full year payments are held annually from October/November to December 31.
- New members who are invited to join from January 1 to June 30 are charged for the full year.
- New members who are invited to join from July 1 to September 31 are charged at 50%.
- In both instances, new members are given 30 days within which to pay their dues. Dues may be paid online or by cheque.

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 (see section on ‘Reinstatement’), but this should not be a common practice.

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 an email.

The Chapter 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 the start of the renewal campaign as 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.

GETTING INVOLVED

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 Board or national committees!