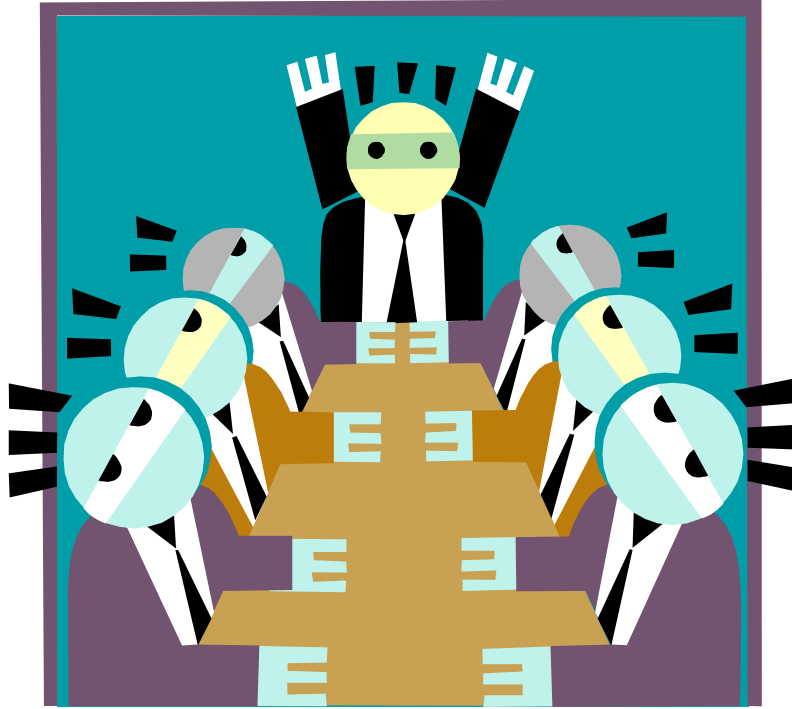


STATE BOARD POSITIONS



Descriptions of Board Positions with INFBPW

Contents

PRESIDENT	3
PRESIDENT-ELECT.....	4
VICE PRESIDENT	8
TREASURER.....	8
SECRETARY	9
STATE NOMINATING CHAIR.....	9
PARLIAMENTARIAN	10
SYNOPSIS OF ELECTED INFBPW STATE OFFICERS	12
District Endorsement.....	Error! Bookmark not defined.
LOCAL ORGANIZATION ENDORSEMENT.....	15
YOUNG WORKING ADULT CHAIR.....	17
BY-LAWS CHAIR.....	17
FINANCE COMMITTEE.....	18
LEADERSHIP DEVELOPMENT CHAIR.....	19
LEGISLATIVE CHAIR.....	19
MEMBERSHIP CHAIR.....	19
PUBLIC RELATIONS CHAIR.....	20
STATE FOUNDATION CHAIR.....	22

PRESIDENT

- Serve as principal officer of INFBPW and preside at all meetings of INFBPW, the State Convention, at meetings of the Board of Directors, the Executive Committee and the Fall Conference, and shall be an ex-officio member of all standing and special committees except the Nominating Committee.
- Employ an Executive Secretary on behalf of the Board of Directors, define the duties, and fix the compensation, with the approval of the Board of Directors.
- Require each local organization to submit names and addresses of local organization officers by May 1 to the INFBPW Executive Secretary.
- Direct the affairs of INFBPW in all its activities and perform such other duties as are prerogative of the presiding officer.
- Prepare an annual report to be presented at State Convention. The report may be published in the *Hoosier Business Woman* or in the Convention Report.
- Shall appoint an "Executive Secretary Employment Contract Committee" at or before the Winter Board meeting. The Committee shall consist of three (3) members of the Executive Committee.
- Provide the Executive Secretary and the State Board Meeting Coordinator a list of attendees who have been invited to each state meeting.
- Give bond sufficient to cover the maximum amount of money likely to be in the President's possession, signed by sureties approved by the Board of Directors. The bond for the President shall be paid from the funds of INFBPW.
- As soon as possible after the State President takes office, she/he shall appoint a Resolution Chair and members of the committee. The duties of this committee would be to actively work with districts and local organizations early in the year and no later than Spring State Board meeting to promote the consideration of resolutions which should be brought before the convention body.

PRESIDENT-ELECT

- Perform the duties of the President in the absence of the President, and in the case of that officer's death, resignation, or inability to act, become the President for the unexpired term or until the next regular election.
- Assist the President in every way and act as that officer's representative when requested.
- Appoint a Parliamentarian, Meetings Coordinator, Standing and Special Committee Chairs to serve during the President-Elect's term of office as President, subject to the approval of the Board of Directors at the Winter Board meeting.
- Present for approval to the Board of Directors a selection of sites for Fall Conference at the first summer Board Meeting of your President-Elect year.
- Serve as Chair of a committee to arrange a date and place for the State Convention at least one (1) year in advance to be presented for approval by the Board of Directors at Fall Conference of your President-Elect year.
- Serve as Chair of the District Directors.
- Shall be responsible for securing the President's gift from all INFBPW members and the gift from the Executive Committee to be presented at State Convention.
- Arrange State Representative speakers for all Spring District meetings. Utilize the Request form completed by the District Director. Present final dates, times, and place for all Spring District meetings at the Winter Board Meeting of your President –Elect year. Give same information to HBW Editor before deadline of the Spring Issue.
- Compose Speech to be given by State Representative at the Spring District Meetings.
- Secure sites for State Board meetings to be held in the summer and winter respectively. Sites should be presented to the Board of Directors for information only at the Winter Board meeting.
- Theme pin proposal to be presented at Winter Board meeting.
- Present any changes of Standing Rules for your year as President at Winter Board Meeting.
- Serve as Chairman, along with committee appointed by State President, to present the Executive Secretary contract. Contract is to be presented at the Winter Board meeting
- Prepare, along with Executive Secretary, State Budget for your year as President to be presented at Winter Board Meeting.
- Serve in such other capacities as assigned by the President.

- Attend all state meetings of INFBPW, which includes State Convention, Fall Conference, all Executive Board and Board of Directors meetings.
- Your year as President begins immediately following the installations on Saturday of State Convention.

Time line and check off list provided for president's direction.

Complete	Year	Month	Task	Comments
VICE-PRESIDENT YEAR:				
	VP	Jan-Mar	Start looking for convention sites	
PRESIDENT- ELECT YEAR:				
	PE	Aug	Spring District Speakers	E-mail DD's before summer board mtg and ask them to have date of Spring District and a list of top three speakers they want
	PE	Aug	Have Fall Conference proposal ready for summer board meeting	Must have at least 3 bids
	PE	Aug	Work on theme and pin proposals	
	PE	Oct	Have State Convention proposal ready for Fall Conference	Must have at least 3 bids
	PE	Oct.	Have Spring District meeting information ready for Fall Conference book.	Times, dates, places, and State Representative speaker.
	PE	Jan	Forward Spring District meetings and times to HBW Editor before spring issue deadline	
	PE	Feb	Have theme pin proposal ready for winter board meeting	
	PE	Feb	Present board meeting information for winter board meeting for information only	
	PE	Feb	Present committee chairs for approval at winter board meeting	
			Present any changes of Standing Rules for your year as President at Winter Board Meeting	
	PE	Feb	Present Executive secretary contract at winter board meeting	
	PE	Feb	Announce any changes in Spring District meeting information at Winter Board meeting	Times, dates, places, and State Representative speaker.
	PE	Feb	Have Spring District speech ready to give to other speakers at winter board meeting	
	PE	Feb	Secure member to do your installation	
	PE	April	Compose Acceptance Speech for installation	
	PE	April	Responsible for Installation Decorations, Entertainment, etc	
PRESIDENT YEAR:				
	PR	April	Obtain names, address, phone numbers, and email addresses for all executive and board of directors members	This information is needed for the Indiana Guide and for distribution lists.
	PR	April	Present State Budget at Post Convention Board Mtg - have ready for State Convention book	To be presented by Finance Chr
	PR	April	Present Fall Conference budget at Post Convention Board Mtg	To be presented by Fall Conference Chr
	PR	April	Present Indiana Guide bid at Post Convention Board Mtg	To be presented by Indiana Guide Chr
	PR	April	Present HBW bid and deadlines at Post Convention Board Mtg	To be presented by HBW Editor
	PR	April	Thank you notes and pins ready to pass out at Sunday morning breakfast to all Board members	

	PR	April	Have agenda and script ready for Post Convention Board Mtg	
	PR	June	Write Message from President for Indiana guide	
	PR	June	Write Message from President for HBW	
	PR	June	Have Fall Conference information ready for HBW	This would include hotel information, registration form, weekend events, and bios of all conference speakers.
	PR	June	Secure keynote speakers and workshops presenters for Fall Conference	Work along with your Fall Conference Chr(s) on this.
	PR	July	Work with Meeting Coordinator to send out invitation to Summer Board Mtg	All executive Board, Board of Directors, & local Presidents are sent the invitation
	PR	Aug	Have Final report for previous year State Convention presented	
	PR	Aug	Have Final report for previous year YWA presented	
	PR	Aug	Have Final report for previous year LD presented	
	PR	Aug	Have agenda and script ready for summer board meeting	
	PR	Aug	Have State Convention budget ready for summer board meeting	
	PR	Aug	Work on Focus issues for summer board meeting	
	PR	Aug	Present By-law changes if applicable at Summer Board Meeting	
	PR	Aug	New YWA budget and new topic presented at Summer Board meeting.	
	PR	Aug	New LD budget and new topic presented at Summer Board meeting.	
	PR	Sept	Assist in compiling Fall Conference Book	
	PR	Sept	Compose letter for Fall conference Book	
	PR	Sept	Put agenda and script together for Fall Conference	
	PR	Oct	Vote on Legislative Platform at Fall Conference	Presented by Legislative Chairman
	PR	Oct	Appoint committee of 3 to review Executive Secretary Contract - PE to chair the committee	
	PR	Jan	Secure workshops, speakers for State Convention	
	PR	Jan	Write president message for HBW	
	PR	Jan	Have State Convention information ready for HBW	This would include hotel information, registration form, weekend events, and bios of all conference speakers.
	PR	Jan	Work with Meeting Coordinator to send out invitation to Winter Board Mtg	All executive Board, Board of Directors, & local Presidents are sent the invitation
	PR	Jan	Construct agenda and script for winter board meeting	
	PR	Jan	Vote on Executive Secretary contract at Winter Board meeting.	
	PR	Jan	Audit Bid for Treasurer books presented at Winter Board meeting	
	PR	April	Compose letter for State Convention book	
	PR	April	Write agenda and script for State Convention	
	PR	April	Assist in compiling State Convention Book	
	PR	April	Compose President's Final Report speech	

VICE PRESIDENT

- Perform the duties of the President in the absence of both the President and the President-Elect.
- Assist the President in every way and act as that officer's representative when requested.
- Serve as coordinator of the Committee Chairs.
- Serve as Chairman of the Jennie Scott Award.
- Attend all state meetings of INFBPW, which includes State Convention, Fall Conference, all Executive Board and Board of Directors meetings.
- Serve in such other capacities as assigned by the President.
- During this year, start looking for prospective conference/convention sites for your year as President.

TREASURER

- Maintain, through the Executive Secretary, an accurate list of the members of INFBPW
- Oversee the financial duties of the Executive Secretary, assist in check writing, recording, and reporting in the Executive Secretary's absence.
- Be responsible for presenting written financial reports at Fall Conference, State Convention and at meetings of the Board of Directors and Executive Committee.
- Give bond sufficient to cover the maximum amount of money likely to be in the Treasurer's possession, signed by sureties approved by the Board of Directors. The bond for the Treasurer shall be paid from the funds of INFBPW.
- Serve as ex-officio member of the Finance Committee.
- Review the bank reconciliation monthly.
- Obtain through the Executive Secretary required bids for the review/audit of INFBPW's financial records for the end of the fiscal year.
- Deliver to the succeeding Treasurer all funds, securities and records not later than thirty (30) days after the close of the fiscal year.
- Attend all state meetings of INFBPW, which includes State Convention, Fall Conference, all Executive Board and Board of Directors meetings.
- Serve in such other capacities as assigned by the President.

SECRETARY

- Keep a record of all sessions of the Executive Committee, the Board of Directors, State Convention and Fall Conference.
- Submit a typed/electronic copy of the minutes in a timely manner.
- Maintain, through the Executive Secretary, an accurate roster of all local organizations belonging to INFBPW.
- Together with the President, sign all documents requiring the authorization of INFBPW.
- Attend all state meetings of INFBPW, which includes State Convention, Fall Conference, all Executive Board and Board of Directors meetings.
- Serve in such other capacities as assigned by the President

STATE NOMINATING CHAIR

- The state bylaws provide that a Chair of the Nominating Committee be elected by ballot at the annual convention for a term of one year.
- The Nominating Committee shall be composed of one member of each district. The member and an alternate shall be elected at the Spring District Meeting.
- The Chair shall serve as the collector of candidate data; shall have an organizational meeting of the nominating committee to explain regulations, and to provide information. This shall be held early in the club year.
- Prior to October 1st of each year, the Chair shall send standard forms to the President of each local organization, Board of Directors, the Past State Presidents requesting information concerning members qualified for state office. These endorsement forms shall be returned to the Chair of the State Nominating Committee prior to January 1st. Each form endorsing a candidate shall bear the candidate's written consent and shall be accompanied by:
 - A recent photograph of the candidate, preferably 5 X 7;
 - The completed form including name, occupation, local organization endorsement, INFBPW experience, education and qualification for office for which endorsed; and
 - District endorsement, if applying for a position which requires having been district director and candidate has not been a district director.
- The Chair shall post the names of nominees, together with a photograph and a brief statement of experience and qualifications of each in the convention hall or at the registration desk at State Convention.
- The report of nominations shall be made by the Chair at the first business session of the State Convention.

- Nominations may be made from the floor at the first business session of State Convention if such nominee has the endorsement of her/his local organization or district, if nominated for President Elect, Vice President, and has given written consent to the nomination.
- Immediately following confirmation of the slate of officers by the State Nominating Committee, the Chair shall: Forward all information pertaining to the candidates to the *Hoosier Business Woman* for uniform editing for publication, making certain that the required nomination form is used to supply the information, and include the photographs.
- Material pertaining to candidates will be published in the Spring issue of the *Hoosier Business Woman*, providing that it is received by the Chair prior to the deadline date.
- Candidate data should be placed on file with the Executive Secretary at the close of the convention.
- The report of the Chair of the Nominating Committee shall be attached to the official convention minutes.
- The Chair's file of material and data should be turned over to the next Chair of the Nominating Committee at the close of the convention.

PARLIAMENTARIAN

- The State Parliamentarian shall serve without vote at all meetings of the Executive Committee, the Board of Directors, Fall Conference, State Convention, and at such other meetings as may be deemed necessary by the INFBPW President.
- The State Parliamentarian shall review all recommendations regarding any proposed bylaw amendments and bring them to the attention of the Board of Directors.
- The State Parliamentarian shall assist and guide the State President in parliamentary procedures during all general business sessions and board meetings.
- The State Parliamentarian, following INFBPW conventions shall prepare for distribution to all local organizations a summary of all changes in the INFBPW bylaws, setting forth mandatory changes.
- The Convention Parliamentarian shall be available throughout the election for tabulating procedures and possible balloting challenges.
- Prior to the time established for opening of the polls, the Chair shall arrange a meeting of the Elections Committee and the Parliamentarian to clarify the above rules, procedures, and designations.
- The Bylaws Committee is chaired by the Parliamentarian. Other members may serve on this committee.
- Ensure that the Bylaws Committee compares the local and District organization Bylaws with the models supplied by INFBPW, to insure that they meet all the requirements.

- Jointly with the State President, review and approve all proposed local and District Bylaw amendments except mandatory changes enacted by INFBPW.
- Attend all state meetings of INFBPW, which includes State Convention, Fall Conference, all Executive Board and Board of Directors meetings.

**INDIANA FEDERATION OF BUSINESS AND PROFESSIONAL
WOMEN'S CLUBS, INC.
(INFBPW)**

SYNOPSIS OF ELECTED INFBPW STATE OFFICERS

ALL INFBPW STATE OFFICER CANDIDATES NEED THE FOLLOWING:

- Must be active member in good standing
- Must publicly and officially support the State Legislative Platform
- Must have the written endorsement of their Local Organization
- Must give written consent to serve
- Complete application and submit along with two (2) 5" x 7" photos to State Nominating Chairman.
- Must give a two (2) minute campaign speech at State Convention with a typed copy to the Convention Recorder.

STANDARD TIME REQUIREMENTS:

All elected officers are required to attend all Executive Committee meetings and all full Board Meetings, Fall Conference, and State Convention.

STATE NOMINATING COMMITTEE CHAIRMAN:

Qualifications: President of Local Organization, plus all above

Requirements: Meeting at State Convention and Fall Conference

Helpful Qualities: Typing skills; administrative ability; encourage and motivate; organized; objective and impartial; previous Board experience

TREASURER:

Qualifications: President of Local Organization, plus all above

Requirements: May be required to do workshop at State Convention

Helpful Qualities: Knowledge and experience in accounting; responsible and trustworthy; familiar with payroll procedures and non-profit rules.

SECRETARY:

Qualifications: President of Local Organization, plus all above

Requirements: Responsible for making sure all state meeting proceedings are recorded

Helpful Qualities: Accurate in recording meetings; accurate typing and a detail person

VICE PRESIDENT:

Qualifications: President of Local Organization and one (1) year as District Director or have written endorsement of District.

Requirements: Chairman of State Committee Chairmen

Helpful Qualities: Self-motivated; planner, team player

PRESIDENT ELECT:

Qualifications: Same as Vice President

Requirements: Chairman of District Directors. Fill in for President (when required). Plan for following year.

Helpful Qualities: Ability to delegate and lead. Motivation skills a must!

IF YOU NEED QUESTIONS ANSWERED, PLEASE CONTACT CHAIR OF NOMINATING COMMITTEE OR THE INFBPW STATE OFFICE:

Glenda F. Smith
State Nominating Chairman
PO Box 813
Rushville, IN 46173
(H) 765-932-4968
glenda.smith@verizon.net

**INDIANA FEDERATION OF BUSINESS AND
PROFESSIONAL WOMEN'S CLUBS, INC
(INFBPW)**

**Local Organization Nominee for State Office
DISTRICT ENDORSEMENT**

If you are a candidate for President Elect or Vice President and have not served as a District Director, our State Bylaws require that you have the written endorsement of your District. This endorsement must accompany your application. The District Endorsement is required only the first time you run for office.

THIS IS TO CERTIFY THAT _____ HAS BEEN

OFFICIALLY ENDORSED BY DISTRICT # _____ FOR THE OFFICE OF

_____ THIS _____ DAY _____, 20_____

DISTRICT DIRECTOR

DISTRICT NUMBER

DEADLINE: JANUARY 1, 2011

MAIL WITH APPLICATION TO:

Glenda F. Smith
State Nominating Chairman
PO Box 813
Rushville, IN 46173
(H) 765-932-4968
glenda.smith@verizon.net

(Actual Form located in Forms and Applications Folder or from the State Office)

**INDIANA FEDERATION OF BUSINESS AND PROFESSIONAL
WOMEN'S CLUBS, INC**

LOCAL ORGANIZATION ENDORSEMENT
NOMINEE FOR STATE OFFICE

The following information is for the elective offices of:

**President Elect, Vice President, Secretary, Treasurer, and State Nominating
Committee Chairman.**

(Please use an additional page, if necessary, to complete any of the following question.)

INFBPW/_____ recommends for the office of _____

Name _____

Address _____
Street City Zip

Home Phone (_____) _____

Business Phone (_____) _____

Fax (_____) _____

Email Address _____

Occupation _____

Employer _____

Years of Business/Professional Experience _____

Education/Business or Professional Training _____

INFBPW member for _____ years

INFBPW/Local Offices held: _____

Local Chairmanships held _____

District Participation _____

State Participation _____

List your other affiliations and offices held _____

Interest and Leisure Activities _____

Would you, as the nominee, consider any other office? YES _____ NO _____

If yes, which office? _____

I, hereby affirm that I have and will continue to publicly and officially support the Equal Rights Amendment, the goals, objectives and legislative platform items of INFBPW, and if nominated and elected, I will accept this office.

Signature of Nominee

Date of Endorsement by INFBPW/Local: _____

Signature of Local President

Signature of Local Secretary

Mail completed application and two (2) 5 x 7 photographs to:

Glenda F. Smith
State Nominating Chairman
PO Box 813
Rushville, IN 46173
(H) 765-932-4968
glenda.smith@verizon.net

DEADLINE: JANUARY 1, 2011

(Actual Form located in Forms and Applications Folder or from the State Office)

YOUNG WORKING ADULT CHAIR

- Encourages recruitment of young working adults into membership.
- Organizes and coordinates the young working adults program.
- Promotes activities that involve the participation of young working adults.
- Prepares and presents a budget at Summer Board Meeting at the beginning of your year.
 - An YWA chair/committee is appointed by the INFBPW President; they create the guidelines for the local, district and state level programs; they plan and implement all program components at State Convention;
 - Distribute program guidelines to the district directors and local presidents;
 - Make sure all paperwork and fees are received from all candidates advancing from the districts to the state program by the announced deadline;
 - Plan and implement all program components at state convention;
 - Publicize the state YWA program through newspaper and/or other available media to encourage and praise your candidates(s) and raise awareness of INFBPW;
 - Select three (3) impartial judges to evaluate the candidates and choose a state winner based on the following program components: a prepared speech topic(s) chosen each year by the state; impromptu speech; a personal interview; interaction, mentoring and leadership abilities; and career background. A judging sheet with specific point values assigned for each component is used in the judging process.
- Complete program is available on the Resource CD.

BY-LAWS CHAIR

- The Bylaws Chair shall receive, prepare and propose amendments to the Bylaws Committee and/or the Board of Directors.
- The Bylaws Committee is chaired by the Parliamentarian. Other members may serve on this committee.
- Duties of the committee are to:
 - Study and draft such changes and additions to the bylaws and/or procedures manual as it deems suitable, to be submitted for approval of the Executive Committee, the Board of Directors and/or meeting body.
 - Maintain the Bylaws in a workable and updated condition, and in agreement with the State Bylaws and Policies.

- Disseminate information concerning the Bylaws and Policies and Procedures to the membership by way of mailings, magazines or newsletters.

FINANCE COMMITTEE

- Is composed of the Chair, Executive Secretary, and ex officio members
- Presents the annual budget for INFBPW no later than the post convention Board Meeting, which is usually created by the State President and the Executive Secretary.
- The Finance Committee is composed of the Finance Chair, Treasurer and two other members (unless bylaws state otherwise).
- The Finance Committee and its Chair work closely with the Executive Committee (or Board) as the two groups share the responsibility of developing and allocating the financial resources which will be needed for the local organization's on-going program.
- Finance Committee is responsible for selling federation supplies at Fall Conference and State Convention.
- The committee shall conduct a fund raiser to meet the state budget, if it is needed. Keep in mind the state gaming laws, and assure that the federation is in compliance.
- The Chair of the Finance Committee:
 - Serves ex-officio on all committees which distribute money.
 - Reviews the Treasurer's monthly report, comparing expenditures against budget allocation.
 - Maintains a complete list of all the organization's financial records.
 - Receives any requests for funds for purposes which are not covered by the budget and, with the Finance Committee, evaluates and makes recommendations concerning them to the Executive Committee, the Board of Directors or the membership.
 - Discourages proposed fund-raising activities which are not in keeping with the local organization's standards and ideals.
 - The budget is only a plan and it is subject to internal reallocations.
 - Each committee chair should provide an estimate of expenses and should have at the beginning of her/his term; a written memorandum giving the amount allocated to his/her activity in the budget. Also, impress upon the chair that the Board's approval must be obtained before any non-budgeted expenditures are made.
 - Keep all financial records as simple as possible.

LEADERSHIP DEVELOPMENT CHAIR

- Organizes and coordinates the leadership development program.
- Encourages members to participate in the leadership development program.
- Promotes activities that involve members and potential members in leadership development activities.
- Prepares and presents a budget to the Board of Directors no later than Fall Conference.

This program is yet to be revised since the dissolution of the IDP program on the state level. Responsibilities will be updated upon the conclusion of the establishing the new program.

LEGISLATIVE CHAIR

- Carries out INFBPW's legislation program by sponsoring and supporting appropriate legislation and administrative action.
- Cooperates with other committees whose programs may be implemented by legislative action.
- Shall prepare and present to the Fall Conference body for adoption the State Legislative Platform.
- The local's Legislation Chair educates the members on specific legislation relating to the INFBPW's Legislative Platform and local issues; identifies legislative arenas for action; and follows through by guiding members in techniques such as lobbying, letter writing, coalition building, fund raising and campaigning.
- Host a Lobby Days at the State Capital on a year to year status.

MEMBERSHIP CHAIR

- Purpose is to increase membership through retention, recruitment, expansion and diversification
- Develop a plan to know who your members are and when they pay their dues
- Encourage participation of your members at the Local, District and State meetings.
- Assist district and local membership chairmen to assist in membership issues.
- Review the membership brochure periodically to assure that all information is up-to-date.
- Good programming is the key to attracting and keeping members;

- Orientation is also critical in keeping members: Educate the new members, attract potential members and refresh the continuing members;
- Any person is eligible for membership in INFBPW who supports our mission and our vision and supports women's issues.
- Assist locals and/or district in chartering a new local organization. The State Office has a packet of information for anyone who is approached by people wanting to start a new local or if you wish to cultivate a new local on your own.
- Obtain applications for membership awards after the deadline and prepare to present the awards at State Convention.
- Motivation, Communication, and Implementation are the keys to a successful membership plan.

PUBLIC RELATIONS CHAIR

- Promotes the INFBPW programs through available communications media; Directs press, radio, television and internet services of INFBPW.
- Encourages wider use of the media by local organizations.
- Obtain a good PR program within the INFBPW organization in a professional manner, and assist all levels of the organization to maintain the same at their respective levels. This is important for not only promoting the organization to the public, but also as a recruitment tool.
- As the Chair, you are really in charge of two different things: Your group's public relations within your community and the publicity or marketing of specific events, activities, issues, members, etc. for your local organization. Both are important and will determine whether anyone outside the local comes to see what is going on or what you are all about. So. . . Don't take the job lightly. You've heard the phrase, *If it is to be, it is up to me.* . . well, that's you! It is up to you to get the needed information out here to the people you want to reach. There may be internal duties that are given to you too, such as publishing your newsletter or promoting the local projects with the group itself. Whatever specific duties your local may give you, you are your local organization's promoter for the year. The more you promote, the more your community will recognize and become familiar with INFBPW. Tell them about it in any way you can. But remember if you do nothing, then that is how your community will perceive your local INFBPW.
- Developing a good public image for your group is probably the most important key to having a successful organization.
 - Your good public image can attract volunteers and/or new members.
 - A good public image also establishes your group as a credible recipient of funding, including individual contributions, public funding and monetary and in-kind donations and involvement from the private sector;

- A good public image can win support for causes or issues. This can lead to laws, regulations and policies that help your program and, in turn, the public you seek to serve;
- Obtaining and maintaining visibility within your community are also key ingredients for building a good public image.
 - Your visibility and public image as an organization that provides services or information in regards to a specific need draws the community's attention to that need. If you are, indeed, responding to a real need, your efforts properly communicated can increase awareness and support for all types of programs and services;
 - Your visibility and image can help you work more effectively with other organizations. Cooperation and coordination between your organization and other groups facilitates the attainment of your objectives and goals, both short and long-term. How you interact with and are perceived among organizations and individuals with similar interests—your colleagues—can be a key variable in the health and longevity of your organization.
- Basically, you have three main objectives in creating a good public image within your community:
 - Being known and easily identified within the community;
 - Having the purpose of INFBPW understood by your members as well as your community;
 - Having accomplishments of INFBPW on all levels, but particularly the local level, recognized.
- The second part of your job will be to conduct the publicity campaign for your INFBPW events. This involves using every type of media available to you in an effective and cost-efficient manner. This is the actual tool which gets your information out to the public. The more interesting and varied your methods are the more effective your campaign will be.
- What specific media are available may vary from community to community. Here are a few suggestions:
 - Newspaper articles/press releases—should be typed, double spaced and one page or less. Answer who/when/where/why/what and how;
 - Newspaper advertising—can be costly;
 - TV advertising—expensive;
 - TV interview—perhaps a public service announcement will work and these are free and TV and radio stations must do a certain amount of them;
 - Posters/Flyers—inexpensive and can be done on computers now;
 - Window displays—check with businesses of members and others;
 - Speak to other groups—speakers bureau;
 - Billboards—rental time is in months;

- Direct mail—newsletters and flyers, etc.;
- Give tickets as giveaways to radio stations, at fairs.

STATE FOUNDATION CHAIR

- The State Foundation Chair shall promote interest in and support of the Indiana Women's Education Foundation, Inc.
- Shall serve on the IWEF board as State Foundation Chairman.
- The Indiana BPW Foundation was incorporated in 1991 as a non-profit organization in Indiana. In 2009, the name was changed to the Indiana Women's Education Foundation (IWEF). The Foundation is governed by a Board of Trustees with two of the Trustees always being the President and President Elect of INFBPW. The purpose of the Foundation is to provide financial assistance or scholarships for women and/or youth who are Indiana residents to improve their employment opportunity, career development, and/or economic self-sufficiency. Programs funded by the Foundation could include, but are not limited to:
 - Young women starting out or preparing for the business or professional world;
 - Women desiring to obtain better training or advancement in their careers;
 - Training or re-training of women in a business or professional field;
 - Any woman desiring a GED, a Graduate, Master's or Doctoral Degree or advanced studies of any kind;
 - Any woman desiring to do research in an area relating to the advancement of women;
 - Programs introducing youth to career opportunities.
- Make yourself aware of all of the awards and scholarships given by the foundation and how to obtain the applications for such items.