



Membership Pack

www.wwib.org.uk

Welcome to WWIB

Thank you for your interest in Wimbledon Women in Business (“WWIB”). WWIB is an organisation founded in April 2003 by a group of women who felt the need to set up a business networking group where the focus was on the issues facing female entrepreneurs in particular. The Group devised the following mission statement:

Wimbledon Women in Business provides a discussion and networking forum for local business women committed to promoting and expanding their businesses, acquiring new business skills and related knowledge and developing good business practice.

So if you need to give your business a boost, if you are just setting up or if you simply want to find out more about what’s on offer, read on.

Eligibility

You are eligible to join WWIB if you are a woman doing business in the Wimbledon area, wherever you may live. If you live in Wimbledon and work elsewhere, you are still eligible if your area of work includes Wimbledon. We welcome joint applications from business partners (special rates apply) and also welcome applications from women who want to set up their own business and have an idea or proposal but need assistance setting up (incubator members). Incubator members may join for a period of three months during which they will have the opportunity to meet and network with other members and benefit from the education and speaker programme.

The no-overlap rule

The purpose of the Group is to support each other and help each other to get business. Therefore, there will only be one person/company of each profession. In some cases, the existing member may be happy for them to join. If you know of someone that is interested in joining but overlaps with a current member, or when membership of the Group is full, please notify the committee. If members cannot attend meetings regularly they will forfeit their right to veto a competitor joining, at the discretion of the committee.

WWIB Meetings

Venue

Meetings take place monthly (on Wednesday nights) mostly at the Hand in Hand, 7 Crooked Billet, Wimbledon, SW19 4RQ. We have a separate room on the left as you go in.

General Structure

Arrive 7.30pm for 7.45pm start.

- Introduction of chair and committee
- Chair lists key items of business and housekeeping
- 30 second slots for all members to speak
- Card box passed around
- Speaker – either a member or an external speaker
- AOB
- Referrals – you will all be encouraged to pass any business that you may have to fellow members. This will not, however, be pressurized, it is merely to encourage people to bring business for each other.
- Finish formal meeting by 9.30, everybody can continue informal networking using the facilities at The Hand in Hand.

Speakers

Our meetings organizer arranges speakers. The aim of speakers will be to educate and inform the Group and also to enable the Group to bring business to each other. As well as WWIB members speaking, interesting external speakers are invited when appropriate. Please send your suggestions for speakers to the meetings organizer.

Guests

You are encouraged to invite guests to meetings. When membership is full, there will not be an option for the guest to join up, but there will be a chance to observe how the Group works and a chance for the guest to consider joining a spin-off Group or possibly setting one up herself. In addition, the guest will have a chance to introduce herself and her business to the Group. If you would like to bring a guest along to a meeting, please consult the meetings organiser. Guests are encouraged to hand round business cards – but the card box is reserved for members.

Web site and marketing

The webmaster is responsible for the design and upkeep of the Group's web site at www.wwib.org.uk. Each member is entitled to have her own business details on there and a link to her web site. Please ensure that you provide the

webmaster with the necessary information when you join, and speak to her if you have any ideas for the web site, or about the Group's on-line marketing.

Subscriptions

Subscriptions are due on 1st February each year. Fees for members joining mid-year are calculated pro-rata. In the event of an unforeseen increase in expenses such as room hire, the committee reserves the right to add a supplement to the subscription. The Group's accounts are transparent and maintained by the Treasurer. Subscriptions are non-refundable. Annual subscriptions are £80.00 for an individual or a company.

What you can expect from your membership

The Group exists primarily as a forum for networking, education and inspiration. At each monthly meeting, as well as enjoying a stimulating evening of discussion and debate, you can expect to develop new business networks through other members and acquire new skills and knowledge through our speaker programme. You will be able to attract new business through our web site and affiliations with other business groups, as well as at special events and promotions. If you have any particular ideas that you would like to put forward in relation to the Group, please consult the Committee.

What the Group expects from you

Your membership of WWIB will effectively prevent another person from the same line of business from joining. If you miss more than 3 meetings in a row, your membership may (at the discretion of the committee) be deemed to have lapsed. This rule exists to ensure the Group consists of keen and active members at all times.

By joining the Group you will be agreeing to the terms of the constitution, which asks for (amongst other things) wholehearted participation from members. Please read the constitution thoroughly before signing this document.

The Group also requests that you arrive promptly for meetings to avoid too much disruption and that you bring along plenty of business cards (to ensure you are fairly represented in the card box).

Members are politely requested to remain as quiet as possible during talks and during the "30 second slots" – but are encouraged to mingle and chat at their leisure before and after the meeting.

Members are kindly requested to participate as fully as possible in events organized by the Group, and to give their full support to the chief organizer of every event. From time to time it will be necessary to appoint subcommittees

and members should try to volunteer their services wherever possible so that the work can be shared as fairly as possible.

Members are also requested to state on their e-mail signature, if appropriate, that they are a member of WWIB.

How to join

1. Check with the membership secretary (wwibmeetings@wwib.org.uk) that you are eligible to join and that your business does not overlap with another member's, before coming to a meeting (one free visit to Members meeting; unlimited to Open Networking meetings) as a guest. You can check the list on the web site. When membership is full, you can register your interest with the Membership Secretary (wwibmeetings@wwib.org.uk) who will keep your details on file and inform you if a space becomes available.
2. Complete the form in this pack and bring it with your annual subscription (check the amount with the treasurer) to the next meeting. Cheques should be made payable to WWIB.

BACs payment to:-

Sort Code: 20-96-89

Account No.: 00785415

Account Name: Wimbledon Women in Business

3. Prepare your 30 second slot – make sure that you can say your key points within 30 seconds. Vary it each time. Tell us about a particularly happy client. Or tell us who you would most like to meet.

WWIB Application form

Please note that member's name, company name and contact details including website, landline, mobile, email and short business description will appear on the WWIB website (wwib.org.uk). If you do not wish for certain details to be published on the website, please indicate where appropriate below.

Member's Name	
Company Name (include whether trading as limited company or sole trader)	
Company Details (address/ phone number/ website / fax/ email)	
About your company (Please set out a brief synopsis of your company and the service you are offering)	

What, if any, special offers or discounts are you offering to other Group members?

Please sign below to confirm that you have read and understood the rules as set out herein and within the Constitution.

NAME _____

BUSINESS _____

Signed _____ Date: _____

Which categories on the WWIB website would you like your business to be listed under? (1) Art and Specialist Services, (2) Business Services, (3) Childcare, (4) Computers, (5) Education, (6) Entertainment, (7) Fashion and Style, (8) Finance, (9) Food, (10) Health and Wellbeing, (11) Home and Gardens, (12) Others – please specify (see wwib.org.uk for categories)