

Sienna Women in Business Policies – effective August 2016

Dear SWIBbers – As SWIB has grown and become more established as a productive and successful networking group (yay us!), it has become necessary to put some new policies in place to keep things running smoothly and efficiently. I am so grateful for your support and participation in this dynamic group of women professionals! Thanks for making SWIB as awesome as it is! If you ever have questions, please don't hesitate to email me at elizabeth@elizabethbarbour.com --- Elizabeth Barbour, President and Founder of Sienna Women in Business

1. Lunch Registration – *RSVP deadline is the Friday before the Monday meeting at 12 noon.* You must pay online or cash/check in hand (to Elizabeth or Danielle) by that time. If your schedule changes and you can't join us for that month's meeting, you can get a refund if you cancel by that Friday at 12 noon deadline. After that, if you are unable to attend at the last minute, you will have to forfeit your payment, just like you would at any other networking meeting. We will no longer carry over registrations to the next month. Another option is that you are welcome to invite someone else to attend the meeting and give them your registration spot as a gift! *Thanks for understanding that this new policy is being activated since we are no longer meeting at a restaurant.*

2a. Participation in the Facebook group – We encourage active participation of all members whether you are a GOLD member and attend often or only can visit a few times a year as a Pay As You Go attendee. The best way to enhance your online networking is to do in-person networking as well! Because we want to continue to be a cohesive group, if you haven't been to a meeting in 6 months, you'll be removed from the closed Facebook group. This will go into effect September 2016.

2b. Posting in the Facebook group – We encourage you to post and comment regularly on the activity in the group! But please keep your posts relevant to our group:

a) related to your business – a client success story, an upcoming event, a special offer, something cool you've done with your product or service

-b) news about our community – if you know about an event that you think our membership would want to know about

c) a thank you or expression of gratitude for another member of the group who helped you professionally or personally

Thanks for understanding that these policies are being implemented because we want to keep our Facebook group about building relationships and not simply about marketing.

3. Gold membership – When you register to be a GOLD member, it includes one primary membership but you can send another employee from your company paying the Gold Member lunch rate (\$15 vs. the Pay as You Go Rate of \$35) to represent the company as your substitute if you are unable to attend on occasion. The Gold membership is non-refundable but it is transferable. If you move away or decide you are no longer able to attend the group, you may gift the remaining portion of your membership to a friend, colleague or neighbor that is an entrepreneurial or professional woman who is interested in networking in Missouri City and especially in Sienna.

www.siennawomeninbusiness.com