



## G U I D E L I N E S

### Directory Promotion & Support Team

*The concept of a Directory Promotion & Support Team was approved by the International Executive Board at their meeting in October 2022*

#### 1 TASK of the Directory Promotion & Support Team

The LEADERS & MEMBERS of the Team promote and support the Directory registration of all members. They are in contact with the members and answer their Directory questions.

#### 2 STRUCTURE of Directory Promotion & Support Team

BPW International TASKFORCE Business & Services DIRECTORY		
FEDERATIONS / AFFILIATED CLUBS	appoint	→ 1-3 Directory Team LEADERS
CLUBS	appoint	→ several Directory Team MEMBERS

#### 3 ACTIONS of Presidents of FEDERATIONS and Affiliated Clubs

- The President of a Federation **appoints 1-3 Directory Team LEADERS**. At least one Directory Leader should preferably be a member of the National Executive Board.
- The President sends **name and e-mail-address of the Directory Team LEADERS** to the President's Office [presidents.office@bpw-international.org](mailto:presidents.office@bpw-international.org).
- The President and the **Directory Team LEADERS should encourage and ask the Clubs to appoint Directory Team MEMBERS** who support the Club Members in their Directory registration.
- The Directory Team LEADERS collect the names and e-mails of the Directory Team MEMBERS of the different Clubs as **ZOOM Meetings for information and exchange** will be organized.
- The President and the Directory Team LEADERS should support **"Directory WORKSHOPS" at the National Conferences**.
- The Presidents may attend the regular ZOOM Meetings.
- In addition to the President of each Federation and Affiliate Club, the Directory Team LEADERS receive all information, all supporting documents and the latest news from the International President's Office.

#### 4 ACTIONS of Presidents of CLUBS

- The Presidents of Clubs are requested to find and **accept the Directory Team MEMBERS**.
- The Presidents of Clubs are invited to attend the regular **ZOOM Meetings**; please contact the national Directory Team LEADERS.

#### 5 ACTIONS of Directory Team LEADERS

- Support all Members of the **Executive Board to register their profile**.
- Get in contact with the Club Presidents and support them in **choosing and appointing Directory Team MEMBERS** who encourage and support the Club members to register their profile/Business Card.
- Meet quarterly for a **ZOOM Meeting** with BPW International
- The Directory Team LEADERS of the different countries will be listed on the international Directory website [[www.bpw-international.org/directory/](http://www.bpw-international.org/directory/)] und [<https://bpw.directory/pinboard>], so that members who request support can contact them.

## **6 ACTIONS of Directory Team MEMBERS**

- The Directory Team MEMBERS have to be accepted by the President of their Club.
- The Directory Team Members support the Club members in registering their profiles/Business Cards.
- They are invited to attend the regular Directory information Zoom Meetings.
- They cooperate with the Club President and inform the Directory Team LEADERS about possible improvements.
- The Club President can also be a Directory Team MEMBER and has access to Zoom Meetings if she so wishes.

**International President** Dr. Catherine Bosshart

### **Taskforce Business & Services DIRECTORY**

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