



Executive
Women's
Forum

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Benefactor Resources

Champion Description

Role Overview

Executive Women's Forum (EWF) Champions play an essential role in the success of the EWF partnership. They are the primary liaisons responsible for working with the EWF Membership Engagement team to ensure that their organization is leveraging all EWF benefits in providing value to their company and members of their team. Champions keep members informed and engaged, collaborate with their EWF Executive Ambassador on goals and strategy, and regularly communicate updates and feedback to the EWF Membership Engagement team.

Position Expectations

- Hold and manage your company's EWF membership seats, ensuring full engagement.
- Attend EWF events.
- Serve as a Lift mentor, mentee, or both.
- Establish internal communication channels and share EWF updates, event dates and resources with your members.
- Partner with your Ambassador to align on partnership goals and track progress.
- Actively participate in quarterly Champion calls, hosted by the EWF Engagement Team.
- Manage Annual Conference logistics including but not limited to:
 - Utilizing allocated conference passes.
 - Uploading necessary files to the EWF Conference website.
 - Purchasing additional discounted conference registrations as needed.
- Coordinate submitting speakers for the EWF Annual Conference and other webinars.



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Best Practices

- Meet regularly with members to promote engagement, highlight opportunities and support development.
- Foster internal connections through activities like book clubs or guided discussions.
- Review membership rosters to ensure all membership seats are assigned.
- Coordinate with the EWF Membership Engagement team to maximize participation.
- Share responsibilities among two Champions to ensure that all needs are supported!

Below are some examples:

Champion 1	Champion 2
Manage member roster	Host monthly check-in calls
Send updates and events from the EWF	Manage all Conference logistics
Coordinate hosting events with the EWF	Coordinate and manage Lift enrollment