

Professional Women’s Group (PWG) is a career development alliance that provides employed women with support, practical information, and inspiration to achieve self-defined success in career and life.

2016 Guidelines

* Interested members complete PWG Membership Application. Electronic application submission is required; please visit [www.dfscmh.org](http://www.dfscmh.org) and access the Client Services + Professional Women’s Group link to complete the 2016 membership application.
* New and renewing Members complete application annually
* Candidate discusses career goals with PWG Coordinator/Director of Career Development (DCD)
* Employment is a baseline requirement for PWG Membership
	+ Full-time employment is not required
* The following will be taken into consideration on a case-by-case basis if candidate for membership is currently unemployed. **Verification is required:**
	1. Enrollment in a workforce readiness program
	2. Enrollment in college-level courses
	3. Workplace Experience Partnership (WEP) involvement
	4. **Consistent** volunteer commitment (other than Dress for Success Columbus)
* If a Member loses employment during membership year:
	+ PWG Coordinator/DCD will discuss 90-day goals
	+ Evaluate workforce readiness training opportunities
	+ Determine next steps – continued involvement or referral to workforce readiness program
* For those who aren’t currently eligible for membership (unemployed and not engaging in 1-4 above), information regarding workplace readiness classes will be provided by Dress for Success Columbus (eg: Columbus Urban League, Goodwill Columbus, Jewish Family Services)
* Once employment is secured, previously ineligible candidates can reapply for PWG Membership

Member Guidelines

* Confirmed PWG Members (following discussion with PWG Coordinator/DCD) are added to PWG E-Mail List
* Information regarding monthly meetings is distributed twice a month via email
* Membership emails are solely for PWG members – **please do not forward**
* RSVP for meetings is required so adequate resources are available
* Members can bring a guest to meetings
	+ Guests must be employed
	+ Members are required to provide name of guest at time of RSVP
	+ The same guest can attend no more than 2 PWG meetings in a program year
	+ Guests with special circumstances should be discussed with PWG Coordinator/DCD
	+ Employed guests are welcome to join PWG through the described application process