

## **IT DOTS ON TOP ENEWSLETTER**

- Distributed on a monthly basis.
- Newsletter may be freely distributed throughout the network to encourage new subscriptions
- Privacy policy as per spam act strictly adhered
- Contributions of content are welcome
- Members are allowed two **free** promotional adverts per year. Each additional advert is \$20.00 per issue. Non member adverts are \$35.00 per issue.

### **eNEWS AD GUIDELINES:**

1. Image - logo or photo - must be .jpg or .gif, no images in word doc or / pdf accepted. Image will be resized if needed to 200 pixels wide.
2. Text - maximum **150** words, no spaces between sentences, please designate where bold print is desired.
3. The two promotional adverts will be published in consecutive newsletters with no text or image changes.
4. Please remember to include contact info in your ad - name, website URL, email address, phone etc.
  - Content is at the discretion of the Editor and for any controversial content – feel confident to discuss with the President.
  - Content is forwarded to, compiled and produced by the editor
  - This is forwarded to HTML expert, Maria for layout by 8:00am Monday prior to distribution
  - Web design forwards to Great Look Pty Ltd, for distribution to subscriber list.
  - A bounced report, new subscriber report and unsubscribe report is sent to Editor and the President for information.
  - Database is updated

## **GUEST SPEAKER**

Although we call our presenters guest speakers we think of them more as entertainers, albeit with a relevance to busy businesswomen. Each dinner meeting we plan to offer our members a topic that is both inspirational and thought provoking. We know that our members and guests have had a long day at work and that our meetings are in the middle of the week.

**We** aim for our dinner meetings to be uplifting and light hearted.

Don't worry, our speakers are not here to promote their business or to try and sell you something, that's what the two-minute segments are for. **View our Dinner Meeting list** for an up to date listing of speakers for the coming months.

### **Want to be a guest speaker?**

**We** want our guest speakers to motivate our members and inspire them to make changes in their workplace and lives.

Topics covered can be broad, but should tie in to the following guidelines:

- Business/career guidance. Ideas for doing business smarter in the 21st century. This should not be confused with a workshop, nor with promoting a business.
- Creative pursuits such as Art/drawing or poetry composition. Ideally this should be interactive.
- Well-being/Self help that offers useful tools connected with living a busy business life with many demands. Examples could be guided meditations, laughter therapy, etc
- Interpersonal skills to help with relationships in the workplace.

To submit an expression of interest please **Email** Virginia Berry with an outline of your topic. All submissions will go before the Executive Committee for approval.

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## **MEMBERSHIP**

Phone call received by member (Lorraine, Jeanette, Trish) to be followed by sending membership form to enquirer (or refer to website/eNewsletter for copy).

When payment and completed membership form received (by any member):

- Forward to Hall and Chadwick for compilation and banking.

- Hall and Chadwick to fax a copy to IT coordinator (for relevant membership details and addition to eNewsletter distribution list).
- Lorraine to add to excel list of new members for endorsement at the next meeting. Margaret to bring to meeting.

When endorsed and at meeting:

- Copy of the list of names for entry into newsletter and printing of certificate – IT member.
- Copy of the list of names for Jane for those requiring badges

Bookings and Payments Process

Phone call received by member (or other) at Hall and Chadwick.

Write member name on list and remind them of payment options.

Once payment received – to be banked, recorded and final monthly list handed to Margaret prior to meeting.

## **COACHING, MENTORING, TRAINING**

Members and others send training opportunities to DOTs editor.

The only information that is recorded is Course name, date, who is making it available and contact details. For example:

Effective Communication, 12 May 1999, Harvey Coaching [www.harveycoaching.com.au](http://www.harveycoaching.com.au)

Travelling Together, 7 Mar 2005, Robyn Taylor (SDI) PH: 000203030

Then Web master will also list in the Diary of Events so that there is a detailed expose of what has been presented or made available, and what gaps still exist.

Thereby, taking up limited space in DOTs, all courses can be listed, and it remains the responsibility of the member to make further inquiries if they see a course they are interested in.

## **COMMITTEE**

Communication by email: Subject line of intercommittee emails being sent to all committee members, should be preceded with "T.B.W.N." followed by the main subject, and the name (s) of those members to whom it is directed. This will allow others to ignore the email unless they choose otherwise.

e.g. T.B.W.N. Awards: Liz/Jeanette

or

T.B.W.N. Agenda; All

Uploaded to TBWN website - 30/4/05