

## OUR PURPOSE

The Working Women's Network Grenoble is an association of English-speaking professional women living and working in the Grenoble area. Our purpose is to build and maintain professional and personal connections that help our members in their careers.

## OUR GUIDING PRINCIPLES

### **Give and receive.**

Our goal is to enhance the value of our individual members as professionals, and of the group as a whole, by sharing information, knowledge, and leads as well as by providing general mutual support.

### **Maintain professional and ethical standards.**

We are professional, ethical and courteous in our interactions with members, contacts, and leads.

### **Participate actively.**

We maintain an active presence in the network, are visible to and contactable by other members, and come prepared to networking meetings, events, and activities.

## DEFINITIONS

**Exchanging leads** is one of the tools used by the WWNG to enhance the working lives of its members.

**A lead** is any information that a member is seeking for professional advancement. "Professional advancement" is defined by each individual. What makes a good lead is defined by the individual seeking leads.

**Outside leads** are for contacts who are not WWNG members. **Inside leads** are member-to-member contacts. Leads may take the form of the names of potential clients, customers, professional associates, job contacts or information about job offers, and so on. Each member must clearly explain to others in the group what a good lead is for her, and it is her responsibility to follow up appropriately on leads received, including giving feedback to the giver.

It takes time to understand the needs of others in the group, and to find opportunities to offer good leads. We believe that everyone who participates in the WWNG has something to offer other members and the group as a whole, whether she is new to networking and/or working in France, or is a seasoned, career professional networker.

## GIVING AND RECEIVING / HOW LEADS WORK

1. Listen to what others need and think about what you can offer them.
2. Spend time between meetings thinking about other WWNG members and what they are looking for. Listen for opportunities to pass leads to fellow members.
3. Use lead cards to record the leads you pass. Fill the card out as completely as needed for the receiver to follow up. (Private information need not be recorded; the receiver can contact the giver for details if needed.)

## PROFESSIONAL AND ETHICAL STANDARDS

1. Be respectful of people's time when contacting them for information or help. This means being well-prepared in order to make the best use of their time.
2. If for any reason a member asks to cease private communication, this must be respected immediately.
3. Present yourself as a professional; this means not offering professional services outside your profession and the relevant legal and tax systems.
4. We encourage openness in sharing contact information, but we respect each other's privacy. Maintain confidentiality and discretion with regard to information shared in WWNG meetings.
5. Be respectful of members' personal information when passing leads. Each member is responsible for clearly stating if she does NOT want her contact information passed along outside the group, as asking for leads implicitly gives permission to give out names, phone numbers, email addresses, etc to outside contacts.
6. Do not use member contact information for mass mailings, e-mailings, messages, commercial solicitations, solicitations for employment, donations, and the like.
7. Do not use the WWNG to promote religious, political, or discriminatory beliefs.
8. Passing leads requires trust. If you feel that passing a lead to a particular member would compromise your personal or professional integrity, you are under no obligation to do so.
9. Do not act as a spokesperson for WWNG to the press or in any other official or public capacity without first obtaining the express permission of the Board.
10. The group does not tolerate illegal acts.

**We maintain a high standard of ethical behavior. Failure to adhere to the Professional and Ethical Standards of the WWNG may be grounds for cancellation of WWNG membership.**

## PARTICIPATE ACTIVELY

*Networking is an activity that takes place within the group AND continues outside the group between meetings. Active networking enhances the value of our individual members as professionals, and of the group as a whole.*

1. Come to regular monthly meetings whenever possible. This helps us all to be aware of what people need and what they have to offer.
2. Being focused enhances the group—it helps us use our limited time efficiently. Come to meetings prepared; this means:
  - being prepared to give a 30-second introduction that is well-targeted and specific.
  - bringing a supply of business cards and/or promotional materials (brochures, etc).
  - thinking about leads in advance (you can write them up before the meeting if you have them prepared).
3. Keep your contact details up to date on the WWNG website.
4. Take advantage of opportunities to focus and refine your networking skills.