



FREQUENTLY ASKED QUESTIONS

What is NAWBO?

National Association of Women Business Owners® (NAWBO®) is the voice of over 10.1 million women-owned businesses in the United States. Since 1975, NAWBO has helped women evolve their businesses by sharing resources and providing a single voice to shape economic and public policy. With 80 chapters and 8,000 members across the nation, NAWBO is the only dues-based organization that represents women entrepreneurs across all industries. There are chapters of NAWBO in almost every metropolitan area. NAWBO is a member of Les Femmes Chefs d'Enterprises Mondiales (World Association of Women Entrepreneurs) who represents 33 countries across the world.

What is NAWBO's mission?

National Association of Women Business Owners propels women entrepreneurs into economic, social, and political spheres of power worldwide by:

- STRENGTHEN the wealth-creating capacity of our members and promote economic development
 - CREATE innovative and effective changes in the business culture
 - BUILD strategic alliances, coalitions, and affiliations
 - TRANSFORM public policy and influence opinion
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What is NAWBO's diversity practice?

In principle and in practice, NAWBO values and seeks a diverse and inclusive membership. NAWBO shall seek full participation in the organization by all women business owners regardless of race, creed, age, sexual orientation, national origin, or disability. NAWBO's goal is to fully represent the diverse makeup of the women business owner community through increased representation within ethnic and minority communities and to expand access to leadership opportunities.

Does NAWBO certify businesses?

NAWBO does not certify women owned businesses. For more information about certification, please contact one of the following organizations:

Women's Business Enterprise National Council (www.wbenc.org)

U. S. SBA Contract Assistance for Women Business Owners
(<http://www.sba.gov/aboutsba/sbaprograms/gc/index.html>)

Where can I find statistics on women business owners?

Center for Women's Business Research: www.womenbusinessresearch.org

Who qualifies for the NAWBO membership?

Membership is open to "business owners" who are individuals who own an equity interest and actively participate in a business as a sole proprietor, an active partner of a partnership or active member of a limited liability company, an independent contractor OR who are individual owners of 5% or more of the stock of a corporation and who are involved in policy making and day to day management of the corporation.

How is my membership recorded?

Membership is recorded in the name of the individual, not the company.

Are dues refundable?

Membership dues are nonrefundable and are subject to change.

How much are annual membership dues?

NAWBO membership dues vary depending on your membership category and the chapter dues. For information on local chapter dues, visit http://www.nawbo.org/section_80.cfm or contact the local chapter directly.

How do I pay my dues?

JOIN/RENEW online at: www.nawbo.org

MAIL applications/renewals with check payments to:

NAWBO

P. O. Box 826157

Philadelphia, PA 19182-6157

FAX applications/renewals with credit card payments to:

NAWBO Accounting

202-403-3788

Please note that the mail-in option will delay the prompt posting of your membership dues. We encourage online dues/renewal payment or fax-in option to expedite your dues processing.

Is chapter membership required?

Yes. Members of NAWBO are members of the national organization, can only join nationally/not locally, and can only be terminated nationally. If there is a chapter within 45 miles of your business, national NAWBO members are automatically enrolled in the chapter, and are required to pay both the national and chapter dues. If there is NOT a chapter in the member's area, the member must join as an "at-large" member.

How can I find a chapter in my area?

Click on the "Find a Chapter" link on the website. NAWBO has chapters in over 80 cities across the United States.

How do I submit expert articles or requests for publications?

Please submit your request in writing to publications@nawbo.org. Your request will be reviewed by our communications staff and you will be notified if your submission will be published or posted in our publications.

What happens after I join as a new member?

You will receive a welcome email with your member login and password information. You should make sure that you login and update your member profile online and continue to update as your personal or professional information changes. You will also receive a new member packet in the mail within two weeks of your join date; and will begin receiving e-communications from NAWBO. Members are encouraged to reach out to your local chapter to find out about upcoming events and member engagement opportunities.

What is my member login and password?

Your initial login is your first initial + your last name + the last three digits of your Member ID number; and your password is your Member ID number. If you forgot your login and password, click on the “Forgot Password” link on the website near the login box. Your login and password will be emailed to you.

What can I do when I login?

Active members in good standing can:

- Update your member profile
 - Opt in and out of mailing lists/publications
 - Renew NAWBO membership online
 - Get a copy of your renewal invoice or payment receipt
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How do I renew my membership online?

To renew your membership online please, [enter your login and password into the Member Login section](#). Once you are inside the Member’s Section you will be asked if your contact information is correct. You can bypass updating your information by clicking on “Back to Main Menu” which appears in the center of the frame. When you are on the Main Menu, click on “Open Invoices.” For detailed instructions, visit our Help page.

When do I receive my renewal invoice?

Members will receive a renewal invoice in the mail 60 days from the membership expiration date. Additionally, we will send you multiple notices and reminders about your renewal via email.

How do I access the online Membership Directory?

The membership directory is available to members and corporate partners-only. To access the Membership Directory, [enter your login and password into the Member Login section](#). When you are on the Main Menu of your account, click on “Membership Directory.” Then fill out your search criteria and press “Query.”

How do I manage my chapter account online?

Chapters must designate a chapter “administrator” who can:

- Update your chapter account profile
- Update your chapter leadership/contact information
- Access and download your chapter membership reports
- Designate the Chapter Rebate Recipient

If you are having trouble logging in or aren’t sure who currently has administrative access for your Chapter, please contact chapterservices@nawbo.org for assistance.

When will chapters receive their chapter rebates?

Chapter rebates are processed bi-monthly (15th and end of month). Make sure that each chapter has a “Chapter Rebate Report Recipient” designated on the chapter roster; and that accounting has the most updated bank information to make an ACH deposit in your account.

How can I start a NAWBO chapter in my area?

If you are interested in starting a chapter in your area, please contact Chapter Services at chapterservices@nawbo.org for more information.



MEMBERSHIP CATEGORIES & NATIONAL DUES

The Board of Directors of the National Association of Women Business Owners establishes member classes for the organization. A brief description of each category is listed below.

At-Large Member (Voting Member): \$170 annually

Shall be a business owner whose business and residence are not located within a Chapter's organization territory, and who is an individual, partner or stockholder who exercises the power to make policy decisions and is actively involved in the day-to-day management of the firm. A member in this classification has one (1) vote and is under the supervision of NAWBO. All voting members must belong to a chapter of NAWBO if one exists in their area.

Established Business Owner (Voting Member): \$150 annually + chapter dues

For a business owner who has been in business for more than two years and lives in a chapter area. A regular voting category, members receive all communications and publications, are eligible for all discounts and benefits, and are listed in the annual directory. Chapter membership is also required. To qualify for membership members must own a minimum of 5% percentage of their company.

Emerging Business Owner (Non-Voting Member): \$100 annually + chapter dues

For a new business owner (in business for two years or less). A non-voting category limited to two years, members receive all communications and publications, are eligible for all discounts and benefits, and are listed in the annual directory.

Sustaining Member (Voting Member): \$300 annually + chapter dues

Shall be a business owner as defined in the NAWBO Policies and Procedures and is a Chapter Member or an At-Large Member who wishes to support the organization in a larger monetary way and gain additional benefits. A member in this classification has one (1) vote.

Supporting Member (Non-Voting Member): \$150 annually + chapter dues

Shall be an individual who subscribes to the objectives of NAWBO and wish to lend support to NAWBO through membership. Members in this classification shall not constitute more than 10% of the voting membership of a chapter. ***(Individuals applying for membership in the Supporting Membership Category must submit their applications directly to their respective chapter for approval. Any application directly received by the national office will be returned to the membership applicant.)*** This category is not available online.

Student Member (Non-Voting Member): \$100 annually + chapter dues

Shall be an individual who is a student registered full time at a school or university, who subscribes to the objective of NAWBO and intends to start a business.

Retired Member (Non-Voting Member): \$100 annually + chapter dues

Shall be an individual who was a Chapter or At-Large member of NAWBO for at least five (5) years and has sold, divested their interest, or is no longer operating their business. A member in this classification shall have one (1) vote.



NAWBO CONTACT INFORMATION

General Mailing Address (do not send payments):

NAWBO
601 Pennsylvania Avenue NW
South Building, Suite 900
Washington, DC 20004

Call Us:

Tel: 800-55-NAWBO (800-556-2926)
Fax: 202-403-3788

JOIN/RENEW online at: www.nawbo.org

Send Payments and Membership Dues to:

NAWBO
P. O. Box 826157
Philadelphia, PA 19182-6157
Fax: 202-403-3788

Send Contributions to:

NAWBO Institute of Entrepreneurial Development
P. O. Box 826180
Philadelphia, PA 19182-6180

NAWBO Political Action Committee

P. O. Box 826173
Philadelphia, PA 19182-6175

E-mail Us:

General Inquiries: national@nawbo.org
Executive Office: admin@nawbo.org
Member Services: memberservices@nawbo.org
Chapter Services: chapterservices@nawbo.org
Presidents Assembly: presidentsassembly@nawbo.org
Corporate Partners: corporatepartners@nawbo.org
Media Relations & Web site Submissions: media@nawbo.org
Member News Submissions: publications@nawbo.org
Web site Technical Support: techsupport@nawbo.org
Public Policy Committee: publicpolicy@nawbo.org
Conference/Speaker Inquiries: wbc10@nawbo.org