



BPW International

“BPW International Member Projects & Experts”

GUIDELINES

for

EXPERTS

Who registers as an EXPERT?

BPW members can offer their expertise in a well-defined time frame.

1. Registration

For the initial **registration** the EXPERTS needs **confirmation from her Club and Federation President** (forms attached to the registration). The registration must be confirmed and **updated annually** which means the PILOT Administrator sends the required form directly to obtain the confirmation. The commitment may be cancelled at any time by informing the PILOT Administrator.

2. Finances

Members are serving as a volunteer and receive **no funding or reimbursement of expenses.**

3. Language

Working language: ENGLISH. But language regions are very welcome to translate all the documents and to offer a person to handle the communication.

4. Database

The PILOT Administrator established, controls and updates a database. BPW International Executives and staff and PILOT Team members will have access to it, which eliminates the data collection and privacy concerns. This data is never provided to external organisations or agencies and may not be used for any other purpose other than the purpose for which the member entered their information.

5. Website BPW International

For BPW International the visibility of experts is an important working and PR tool. Yet each expert can choose between a minimum or full data version which will show up on the website:

Website MINIMUM DATA version	Website FULL DATA version
Frist Name, first letter of family name Fields of expertise Country Languages	First and family name E-mail address Fields of expertise Country Photo Short CV BPW Club

BPW who would like to contact the “minimum data” experts contact the PILOT Administrator administrator@bpw-projects.org who will forward the request to the Expert.

6. Reliability

Members who accept the role should **respond to communications promptly** and deliver requested commitments on time.