

## Aspiring Professional Committee

Ally Clay, Chair  
720 Claire Avenue  
Franklin, KY 42134  
Cell: 270-313-6226  
*E-mail: [altasia.clay@gmail.com](mailto:altasia.clay@gmail.com)*

### Speech Topic:

- With the high demands currently being placed on the workforce and maintaining other obligations, what do you feel can be done to achieve a healthy work life balance?

**Purpose:** The program is designed to help young career individuals further develop their communication and public speaking skills. This will also help to build self-esteem while recognizing their professional, personal, and political achievements. The program seeks to educate participants about BPW through mentoring and also encourage them to become members (or deepen their current commitment).

**Background:** The Virginia Allan Young Careerist Program was established in 1963 to recognize the accomplishments of successful women or men and introduce them to the mission and vision of Business and Professional Women/USA (BPW/USA). In 2009, the Kentucky Federation revamped the program which became the Aspiring Professional Program

**Overview:** The program involves a competitive selection process on a local, regional, and state level resulting in the selection of a KFBPW Aspiring Professional.

An Aspiring Professional candidate; benefits from opportunities in networking, receives visibility, personal and professional development, awareness of the issues that concern working women, and educational programs.

After an Aspiring Professional candidate is chosen to represent a local organization, the next phase of competition is on a regional level. The regional winner then goes on to the state level for the final round of competitions. The local chapter will sponsor the speaker's entry to the regional competition, and the region sponsors to the state level. **The region/state will not charge registration cost for Aspiring Professional participants, only the cost of meals will be assessed.**

**Criteria - The candidate must be:**

1. 41 years or younger, inclusive on the date of state competition.
2. Have been employed or interned in business or a professional career path with at least one year of full-time work experience in that career area.
3. Living, working, training, or continuing her/his education in the area served by the sponsoring local organization conducting the program.
4. Support the KFBPW mission, vision, and legislative platform.
5. Review the legislative platform and pledge that they will not speak against platform items in their capacities as Aspiring Professional representatives.

**Criteria – The Judges should:**

1. Consist of no less than three impartial judges and no more than five.
2. Have no more than one KFBPW member to ensure impartiality.
3. Be considered from local schools, journalism outlets, and human resource outlets to give expert opinions on the specific parts of the competition.
4. Not have personal relationships with the candidates or their immediate family members.

**Aspiring Professional Committee - Local Organizations**

The primary responsibility of the Aspiring Professional committee is to coordinate the program for the local organization. However, the responsibilities go further, in that there is a clear separation between duties for conducting a yearlong program and the ultimate plan for promoting a candidate who will represent the local organization in regional and state competition.

**Responsibilities:**

- Organize and coordinate the Aspiring Professional program;
- Assign a mentor to each candidate. This should be a tenured, enthusiastic member to help encourage them to learn more about BPW;
- Promote association with tenured members and their personal and professional expertise; and
- Submit Aspiring Professional materials to region for competition by deadline.

**Recruitment:**

- Petition local businesses for sponsorship of young employees;
- Solicit prospective participants from local membership;
- Use media awareness of Aspiring Professional program;
- Present seminars/workshops geared to the special needs and interests of Aspiring Professional participants;
- Create opportunities for career and educational developmental programs at local schools, colleges and universities; and
- Establish a collaborative network between the local BPW club and Women Studies, Family Studies, Business and Freshmen Orientation programs at local colleges and universities.

**Retention:**

- Promote social interaction and planned programs to give participants an opportunity to share ideas and experiences with others;
- Acquaint participants with procedures and policies of BPW;
- Involve participants in planning and committee work and encourage all to include Aspiring Professional participants in BPW functions; and
- Promote the appointment and/or selection of Aspiring Professional members to committees and offices within BPW.

***\* Remember, young people are anxious to participate and eager to learn. Continue to create an atmosphere for them to get and stay actively involved in the organization, by providing or creating opportunities for them to share their knowledge, experiences, ingenuity and enthusiasm.***

## **Checklist for Local Aspiring Professional Committee**

1. Contact your regional director to learn the date, time, and location of your region's competition.
2. Notify your local members of the date and time of the competition and solicit names of possible candidates. You are urged to make the Aspiring Professional competition a part of your Kentucky Professional Women's Week [KPWW] activities.

### **Two Weeks Prior to the Competition:**

1. Contact all of the candidates who have not sent in their biographical information. Make sure all candidates are eligible to compete.
2. Make sufficient copies of all materials for judges and forward to them at least one week prior to the competition. Give them the names of the candidates to make sure there is no established relationship.
3. Review the format of the program with those participating (local president, person presiding, etc.). Secure timers for speeches.

### **One Week Prior to the Competition:**

1. Make a courtesy call to each candidate. Encourage and congratulate them and answer their questions.
2. Confer with persons who are assisting you to make sure all arrangements have been made as planned.
3. Notify your public relations chair to double check press coverage.
4. Go over the candidate's biographical sheets, write brief introductions, and rehearse the program format.

### **After the Competition:**

1. Evaluate the competition.
2. Send thank you letters to all persons involved (judges, news media, businesses, candidates, etc.).
3. Inform the regional director of your local's candidate and forward all pertinent information and forms.
4. Contact your local's winner and inform her/him of the date and time for the regional competition.
5. Send suggestions and/or evaluations of the competition to your regional director and the state Aspiring Professional chair.
6. Have the competitor's mentor send an invitation to them including the benefits of BPW membership. Invite them to the next program meeting. Follow through by offering to make the necessary reservations for them.

## **Regional Competition**

The Assistant Regional Director is responsible for coordinating the regional competition. The program will be the same as on the local level. Each Aspiring Professional candidate chosen to represent a local organization will participate at the regional competition. The regional winner and the regional runner-up will compete at the state level. The candidates should be judged using the same criteria on each level (see Aspiring Professional Judging Sheet). Three impartial judges should be utilized in the competition at all levels.

### **Regional Program:**

A seminar of interest to young working females and males would be helpful as an addition to the regional competition. It should be planned at a time where it would not interfere with interviews or speeches. Local organizations should be encouraged to hold their Aspiring Professional program during KPWW. This would allow the candidate adequate time to perfect her or his speech prior to the regional competition in the spring and become familiar with the Legislative Platform and BPW goals and objectives. Biographical information on the winner and runner-up should be sent to the state chair **IMMEDIATELY** following the competition, but no later than May 20<sup>th</sup>.

The Assistant Regional Director should assist in making reservations and travel arrangements for the winner and runner-up, and a hostess (state Aspiring Professional committee member) should be appointed to assist the winner while at the state conference. The cost of hotel reservations and travel (if applicable) should be taken care of by the region.

### **State Aspiring Professional Committee**

The state Aspiring Professional committee is responsible for coordinating the program at the state level. The committee facilitates the transition from the regional program to the state program.

Communication is done with each Assistant Regional Director making certain the proper materials are forwarded by the appropriate dates. The committee also communicates with the regional winners concerning times and dates and entertains questions the Aspiring Professionals may have about the state competition.

### **Aspiring Professional Program Highlights**

1. Candidates for the Aspiring Professional program must meet mandatory criteria.
2. Candidates do not have to be BPW members, but they should be encouraged to join the local organization for personal and professional growth.
3. The local runners-up should be available to attend the region/state competition in the absence of the winner.
4. Candidates cannot be previous year regional winners.
5. A four-minute speech will be given at all levels of competition.
6. Information on the regional winners should be sent to the State Chair immediately after the speak-off, but not later than May 20th.

**IMPORTANT: Material to help the candidate prepare for the discussion of the BPW Legislative Platform, goals, and objectives should be provided by the local organization.**

## **ASPIRING PROFESSIONAL BIOGRAPHICAL INFORMATION SHEET**

*This sheet will be used as part of the judging process at all levels. It should be forwarded from local to region to state for all winning candidates.*

### **Personal Data**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Employment - if not presently employed, please describe last employment.**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Present position from \_\_\_\_\_ to \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Previous Job Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

### **Education**

High School & Location: \_\_\_\_\_

Undergraduate School & Location: \_\_\_\_\_

Degree: \_\_\_\_\_ Field of Study: \_\_\_\_\_

Graduate School & Location: \_\_\_\_\_

Degree: \_\_\_\_\_ Field of Study: \_\_\_\_\_

Business/Technical School & Location: \_\_\_\_\_

Certificate/Degree: \_\_\_\_\_ Field of Study: \_\_\_\_\_

### **Awards, Publications, Papers Presented, Speeches Given**

\_\_\_\_\_

\_\_\_\_\_

### **Scholastic Honors**

\_\_\_\_\_

\_\_\_\_\_

Are you a BPW Member? \_\_\_\_\_ If yes, local name: \_\_\_\_\_

Please attach brief (200 word maximum for all 4 questions) answers to the following questions, attach responses to the biographical information sheet.

1. What are your most significant career/professional accomplishments?
2. To what extent have you been involved in community activities?
3. What are your career goals over the next ten years?
4. What BPW issue or item is of most concern to you and why?

**Information for Publicity Purposes:**

A news release concerning your selection on the state level be sent from the state federation. For this purpose, may we have the following information?

**Hometown Newspapers and Addresses**

---

---

---

**Legislative Platform Statement**

I support the goals and objectives of the Kentucky Federation of Business and Professional Women's Clubs. I have reviewed the Legislative Platform and pledge that, if selected, I will not speak against platform items as an Aspiring Professional representative.

I, \_\_\_\_\_, do hereby confirm that the Aspiring Professional Biographical Information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**KFBPW  
Aspiring Professional Program**

**State Legislative Platform  
2023-2024**

**Aspiring Professional Candidates should review this document, sign at the bottom and send to the KFBPW Aspiring Professional Chair with official paperwork by May 20, 2024.**

**Preamble**

The Equal Rights Amendment, as authored by Alice Paul, shall stand first, foremost and above all other items which may appear on the state platform of this Federation until equal legal rights for women and men become guaranteed in the United States Constitution, because all statutory law derives there from.

The Equal Rights Amendment

*“Equality of rights under the law shall not be denied or abridged by the United States or by any state on account of sex.”*

**Platform**

**Economic Equity**

Ensure pay equity and equal educational and economic opportunities at all stages of life; and promote affordable, quality dependent care to help ensure economic self-sufficiency for women.

**Health**

Ensure full access to all women’s health services and education; ensure funds for research into and protections for women’s health care needs; and encourage the development of a national health care policy recognizing the special health care needs of women.

**Civil Rights**

Ensure equal rights and remedies for women in all phases of their lives; support affirmative action; eliminate all forms of harassment and violence against women.

**State Legislative Platform Statement:**

I support the goals, objectives, mission and vision of Kentucky Federation of Business and Professional Women's Clubs, Inc. I have reviewed the State Legislative Platform and pledge that, if selected, I will not speak against the Platform items as a Representative.

Name: \_\_\_\_\_ (Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **JUDGING an Aspiring Professional COMPETITION**

The Aspiring Professional competition is judged by at least three impartial judges in five different evaluation areas. They are:

1. The completed application form, which contains a biographical sketch of activities and personal accomplishments.
2. A personal interview enabling the judges to better know the candidate. Topics to be included are points of interest from the biographical sketch, future plans, topics from the BPW Legislative Platform, and the KFBPW goals and objectives.
3. A four-minute speech of preparation, content, delivery, and originality on the topic described in the leadership section of this manual.
4. Impromptu group interaction supervised by the judges.
5. Sincerity in helping others to achieve.

### **Instructions for Judges**

Each phase of the competition has a percentage of emphasis that should be kept in mind when totaling final scores for the candidate.

#### **Personal Accomplishment (10 points)**

Each candidate's biographical sheet you receive will emphasize her/his accomplishments in school, religion, community, and profession or business.

#### **Personal Interview (30 points)**

As you interview each candidate, emphasize points of interest in the candidate's biographical sheet, her/his career goals, and inquire about specific items listed in the enclosed Legislative Platform.

#### **Impromptu or Group Interaction (10 points)**

You will have a chance to observe all candidates in a group, impromptu situation. Each candidate should be evaluated on ability to participate, expression of ideas, and interaction with other candidates.

#### **Speech Presentation (45 points)**

Each candidate will give a four-minute presentation on a specified topic. ***Timing - within +/- 10 seconds = no point deduction, +/- 11 or more seconds = 5 point deduction.***

#### **Sincerity in Helping Others to Achieve (10 points)**

Evaluation in this area is based on information derived from both the pre-submitted application and the interview session. Evaluation points include the candidate's ability to be a good mentor for others, demonstrated efforts to help others succeed, and the presence of all-around good leadership skills.

## ASPIRING PROFESSIONAL JUDGING SHEET

<b>Candidate's Name</b>		
<b>Pre-Submitted Application</b> (10 points maximum)		
1-2 points	Appearance and neatness	_____
1-2 points	Personal accomplishments	_____
1-2 points	Ability to express thoughts and beliefs	_____
1-2 points	Future goals	_____
1-2 points	Purpose/Desire for BPW involvement	_____
<b>Personal Interview</b> (30 points maximum)		
1-6 points	Body language and composure	_____
1-6 points	Ability to communicate	_____
1-6 points	Career goals	_____
1-6 points	Innovation and creativity in ideas	_____
1-6 points	Genuineness and sincerity	_____
<b>Individual Speech Presentation</b> (40 points maximum)		
1-5 points	Self-confidence	_____
1-5 points	Preparation	_____
1-5 points	Adherence to topic	_____
1-5 points	Engagement of audience	_____
1-5 points	Projection	_____
1-5 points	Posture, appearance, eye contact	_____
1-5 points	Enthusiasm/Sincerity	_____
1-5 points	Creativity	_____
<b>Impromptu Group Interaction</b> (10 points maximum)		
1-2 points	Poise and self-confidence	_____
1-2 points	Innovation and creativity of ideas	_____
1-2 points	Expression of ideas	_____
1-2 points	Interactions with others	_____
1-2 points	Engagement of others into discussion	_____
<b>Sincerity in Helping Others to Achieve</b> (10 points maximum)		
1-4 points	Demonstrated attempts to help others succeed	_____
1-2 points	All-around good leadership skills	_____
1-4 points	Would be a good mentor for others	_____
<b>Total Points</b> _____		
<b>Signature of Judge</b> _____ <b>Date</b> _____		

**Tips from the State Aspiring Professional Committee:**

- Coordinate a mentoring system between Aspiring Professionals and members with similar career backgrounds or interests;
- Compliment, encourage and support all Aspiring Professional program participants in their business and professional endeavors. Assist them as they ascend the career ladder in their profession;
- Sponsor an event where Aspiring Professional participants can network together as friends and associates. This may be a sporting event, a show or a dinner;
- Host an Aspiring Professional seminar for participants with special topics of interest to them, such as presentation and leadership skills;
- De-emphasize competition in the program; emphasize BPW leadership, education and advocacy;
- Plan an orientation for Aspiring Professional participants so they will understand BPW's history, goals, programs and services;
- Involve Aspiring Professional participants in BPW activities (i.e., program speaker, panel resource, workshops);
- Invite Aspiring Professional judges to join BPW; and
- Pay the dues of the Aspiring Professional for the first year of membership. If already a member, pay her next year's dues.